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Library Notes Improved methods and labor-savers for librarians, readers and writers

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Library Notes.

Vol. I. JUNE, 1886. No. I.

All communications and inquiries for the editor, exchanges, press copies, etc., should be addressed, Melvil Dewey, Columbia College, New York, and marked L. N.

All subscriptions, copy for advertising, remittances and business communications, should be addressed to the publishers, Library Bureau, 32 Hawley St., Boston.

All subscriptions are understood to be for the complete, current volume.

The editorial and business department are absolutely independent. Any descriptions, illustrations or references in the reading matter to articles sold by any firm are because the editor believes them to be valuable to his readers, and are wholly on the merits of each article without knowledge or influence from the business department. The editor is responsible for all unsigned matter except in the advertising pages.

We print the constitution and board of officers of the American Library Association and beg any reader of this note who is not yet a member and who is in any way connected with or interested in libraries to read the articles in this number which more fully explain its work and trust our assurance that it will pay to share in the great benefits to be derived from the A. L. A. and its official organ, the monthly LIBRARY JOURNAL.

The coming meeting of the American librarians at Milwaukee, July 7 to 10, 1886, of which full announcement will be found in this number, gives every promise of being the most important and enjoyable yet held. The practical coöperation in reducing the great cost of cataloging is at last to come up for action; a large number of interesting papers from able men and women are already announced and others are in preparation, and old members know that the most profitable features are often not on the program nor in the reports.

The great excursions which have been tendered with true Western hospitality, promise to make the social features equally marked. We urge our readers therefore to give prompt and full attention to this matter and if possible to be present at Milwaukee. The unusual reductions and attractions for the round trip merit special comment. By going *via* Baltimore and Washington through the famous mountain scenery and returning *via* Niagara, as can be done by simply exchanging tickets with other members at Milwaukee who reverse this order, one combines the advantages of the northern and southern lines. As the eight days' free excursion tendered by the leading northwestern railroads is also

circular, the complete A. L. A. tour will attain the dignity of a trip abroad and be classed by our catalogers as "Travels." The total expenses have been, by the liberality of leading railroad officials, reduced to less than half the regular rates, and thus placed within the means of all interested.

We have neither space nor time for excuses but justice to publishers and editor require record that at the request of the executive committee of the A. L. A. it was decided to issue this first number before the Milwaukee meeting instead of in the fall and less than two weeks were left to do the work of three months. Those interested in our work will get a fair idea from this hurriedly prepared first number and will be lenient judges. The opinion of others is to us unimportant.

We had already set up and paged for this number over 30 p. of valuable matter which better illustrated the character of the NOTES than the Library Conference and prospectus matters which have crowded it out. As we have already considerably exceeded the 50 p. allowed by our publishers, we have deferred to our second number:— a complete code of Condensed Rules for a Card Catalog, Author, Subject, and Title, with chapters on Check Marks, Main Entry, Heading, Title, Imprint, Contents and Notes, Capitals, Spacing and Underscoring, Arrangement, and Miscellaneous rules; also codes of Library Abbreviations with directions for their use, for 100 Forenames, for Headings, for Imprints, for Places of publication, for Titles, states, etc., for Book-titles, and for Book-sizes by all methods; a much liked scheme of arrangement of Libraries on Special Authors; and articles on Education by Reading, the Power of a Modern Book, the School of Library Economy, Women as librarians, how they are handicapped, and the Librarian's Qualifications, Hours and Salary. A large number of Labor-Saving Notes have also been crowded over, as have several library notes, for which the illustrative cuts could not be finished in time, and we purpose, wherever our notes can thus be made more practical and helpful, to use illustrations freely.

Readers must remember that they largely share the responsibility of improving the NOTES. We must hear from them as to their needs, and specially in regard to anything we print which is not clearly understood or does not fully meet the difficulties. Needed additions and corrections can be made in a later number, and the Handbooks now in preparation will better serve their end if criticisms are freely and promptly made on what first appears in the NOTES. The coöperation of all interested is solicited in perfecting these aids for librarians and catalogers.

THE LIBRARY QUARTET AND ITS WORK.

Ten years ago at the inception of the modern library movement it was recognized that four agencies were necessary properly to carry forward the great work, viz. : —

1. A national association of those interested in libraries which should hold annual conventions, make the leading librarians better acquainted with each other, with their mutual experience and the results achieved, and by means of standing committees should carry on through the year all that work possible only through such organization. In short the first need was a strong society for promoting library interests. The American Library Association was founded in 1876 and has already proved a greater success than its promoters looked for in the first ten years. Through its influence, direct and indirect, general library interests have received a great impetus. On pages 11–20 will be found the constitution, officers and announcements for this year's meeting at Milwaukee, July 7–10, and the article on the Development of the Modern Library Idea still further shows the field of the Association and its working committees.

2. The next need was a monthly journal to record the proceedings, committee reports and plans of the association, and to do that great work possible to a periodical and impracticable to any other agency. This want was likewise supplied in 1876, and it was the good fortune of the A. L. A. to secure in Frederick Leypoldt and his successor R. R. Bowker, publishers such as few societies are privileged to find. With unselfish devotion to the great work in which we were all engaged they have carried on our official organ at a great outlay of time and money, for which no adequate returns have been received or indeed expected. The ten volumes of the LIBRARY JOURNAL are a source of pride to every one who has known their history, and to-day many libraries too short sighted to see before how much they needed the JOURNAL if they wished to do good work in the cheapest way are now trying to find sets at a large advance on the original subscription price. With the monthly JOURNAL each subscriber now receives for the single price of $5.00 the *Coöperative Index to Periodicals*, in itself worth many times the cost, and also the admirable monthly summary of the best current literature, the *Literary News*. On later pages will be found fuller information of these essential library aids.

3. The third need was a practical means of bringing the enormous benefits of coöperation, which has been the watch word of the whole movement, into full play in the interests of the libraries. A greater and still more practical work than either Association or Journal were

doing or could do, was open to a central office, devoting itself entirely to whatever could wisely be done in supplementing their work and carrying out tangibly their recommendations as to improved methods and labor saving appliances for simplifying or cheapening library work, and taking charge of any manufacturing, publishing, or other business that could not otherwise be done as satisfactorily. The LIBRARY BUREAU has grown out of the efforts to supply this want, first through a committee of the Association who made the recommendations while the Secretary did the business till its magnitude made a regularly organized business house a necessity. Here, more than anywhere else, time to get a large experience was necessary for getting much of the work into successful operation but it has gone steadily forward and is now rapidly taking on wider functions as a larger number of libraries have learned that it is not only a great convenience but a real economy to be able to send to a library headquarters for anything it may want, with confidence that the result will be the best obtainable.

4. The quartet is completed by a school for training librarians and after ten years this is now announced to go into operation next Jan. at Columbia College, New York, where as director of the school it again falls to the lot of the first secretary of the ASSOCIATION, the first editor of the JOURNAL, the founder of the LIBRARY BUREAU and the LIBRARY NOTES to undertake once more the drudgery of starting an essential part of the library plan to the execution of which he has devoted his life. Something more about the demand for this school will be found in this number and those interested should apply to Columbia College for its circular about the school since it is the purpose of the NOTES merely to stimulate interest enough in its readers so they will seek the information in the regular channels.

It would seem that the agencies were now complete as planned, without the NOTES which, from the nature of the case, could not possibly enter the field in competition with the official organ of the Association. The NOTES or something similar has been proved a necessity by ten years' experience without such an agency. The A. L. A. started with nearly 100 members. It soon grew to nearly 219, its present number. Its meetings year after year were practically of the same persons with the addition of local delegates. Those who came got great good and though the conferences are called and managed to advance library interests and not at all like some conventions as an excuse for an outing, yet more and more members have come to look on conference week as not only the most profitable but the pleasantest of the year. The prominent centers where we have met have vied with each other in making the visit one long to be remembered.

This experience of limitation in numbers is duplicated in our monthly official JOURNAL. The subscription list has gained little since the first two or three years, but those who have taken it have found it of great practical value as evinced in their warm words of commendation. It would seem that both ASSOCIATION and JOURNAL would receive large additions yearly till every library worthy the name was a member of the first and a subscriber to the second.

The explanation why this does not occur is not far to seek. Most of the libraries practically know nothing about it. They may remember getting a circular years ago asking them to share in the advantages, but it has been long forgotten. We have and can afford no agent to send through the country drumming up interest. Those who take the JOURNAL we reach and can interest in the A. L. A. Vice versa, those who attend the A. L. A. meetings we can reach and interest in the JOURNAL. But then our present work is done, and as the two classes are so nearly identical nine-tenths of those who could profit most by the experience of the more energetic institutions are practically ignorant of our existence.

The publisher of the JOURNAL undertook to reach this class by reducing its size and price nearly one half, and sending sample and circulars till he exhaasted his great skill. The increase was so trifling as to prove that few libraries that found $5.00 a prohibitive price could be secured at $3.00 and the others wanted as good a journal as $5.00 per year could possibly pay for. So after thorough trial for over two years the price was restored to $5.00 and those of us most interested considered the question settled that some other means must be found to increase our list. For several years the Executive Board of the A. L. A. has had before it a proposition to print something at least quarterly to send to all its members, thus meeting the complaint of some who do not take the JOURNAL and therefore receive none of the notices, reports of committees, etc. which are published only in it. The plan found favor, but no one has found time to carry it out.

THE MISSION OF THE LIBRARY NOTES.

As pointed out in the preceding article ten years of experiment have proved that the rapid advance in library interests for which we so much hope is dependent on finding some means of reaching and interesting the apathetic libraries, which still so largely outnumber those imbued with the modern library spirit. Till this is accomplished our field of useful-

ness is limited:—for however good the sermon, the congregation is also essential if it is to do its proper work.

We could not afford a traveling agent, occasional circulars were not effectual, our JOURNAL could not reach the laggards by any reduction possible. But one method was left. To print a little quarterly so practically useful and so low in price that every library would feel it necessary to take it and then with this entering wedge to educate our readers as rapidly as possible to the knowledge that their selfish interests will be served by paying $5.00 for the LIBRARY JOURNAL with its accompanying CO-OPERATIVE INDEX TO PERIODICALS and the LITERARY NEWS, by paying $2.00 yearly to the A. L. A. and as often as possible attending its meetings and by joining also the new publishing section which promises to effect so direct and great a saving. When this work is thoroughly done the NOTES will have performed their part and may be dropped. Till then as the advance guard of our movement they merit the hearty support of every friend of the modern library idea.

The plan was decided on only after consultation with a score or more leading librarians, including several officers of the A. L. A. All agreed that the plan was good and promised coöperation and contributions of whatever they found most useful.

After considering various plans of publication the coöperation of the Library Bureau was secured. It undertook to publish in creditable form at least four numbers per year, of not less than 200 pages at a price not over $1.00, and and at less as soon as the subscriptions exceed expenses. Also without increasing the price to add to each number the projected LABOR-SAVING NOTES FOR READERS AND WRITERS which the Bureau was about to publish as a continuation of the Economy Notes edited six years ago by Mr. F: B. Perkins and discontinued after his removal to San Francisco to take charge of its public library. The reading matter is wholly in charge of the editor and absolutely without influence from the advertising or publishing departments, which will make all their announcements in the plainly marked advertising space.

LIBRARIAN AND LITERARY LABOR-SAVERS.

There is good reason why the readers' and writers' labor-saving notes should be published jointly with the notes on librarianship, as no literary worker has more frequent occasion to benefit by these notes than an active librarian with his multitude of records, catalogs and indexes in addition to ordinary business details.

The library is coming to be the real university for both scholars and the people as pointed out elsewhere in this number. As a result no man is so often asked for advice as to methods of work, or is so properly expected to be able to give it, as one at the head of a library where large numbers are reading and writing daily without any other teacher from whom to ask such assistance. We believe that the time will come when the librarian will be expected to give lectures to his readers on literary methods as well as on bibliography. The occasional labor-saving notes are therefore not an outside matter attached to our library quarterly for convenience, but a part of the broad scheme which recognizes the librarian as an active teacher and responsible for the progress of his pupils, that they shall do as much as possible with the time they give to his books.

The labor-saving notes are not to develop any systems of short-hand or lead up to any patent fountain pens or writing machines but are designed for earnest busy men whose time is their most valuable possession and who will welcome any trustworthy assistance to better methods or appliances for doing their work at the desk or in the office or study.

We have no sympathy with those literary milliners who are frightened at anything not conforming to the "Perfect Correspondent" or "Young Ladies' Letter Writer" or the school rhetoric that they studied in their youth; who esteem anything vulgar that costs less time, and will insist, in the most informal communications, in writing out dates, or amounts in words, which a quick reader has to translate into figures before he catches their full meaning. We know an experienced man who always goes through this sort of ms, if he is to read it a second time, crosses out the words and puts in arabic numerals, the dates and quantities expressed. Such literary snobs would never use a symbol like π in mathematical work but would insist on writing out or quite possibly spelling out 3.1415. Some of them insist on writing City of New York, County of New York, State of New York, and we are grateful to get off without a U. S. A. We do not mean that we shall advocate excessive abbreviations and all kinds of new notions with iconoclastic enthusiasm but we enter our protest at the beginning, against ruling out any method that will give the result as accurately, and more quickly, on the sole ground that our grandmothers did not do it this way. In short we wish to be reasonable and if there are good reasons for a change and nothing on the other side except inertia we shall be likely to favor the improvement.

MATTER WANTED FOR THE NOTES.

This number is of necessity largely a prospectus, designed rather to stimulate interest than to show what succeeding numbers are to be. We wish every reader to feel himself to be also a contributor, not of long articles, though they may be interesting to libraries, for we have no space to print such, but for suggestions as to what will be most useful to the 4000 or 5000 libraries which we hope to reach; difficulties experienced and needing solution and specially the solution you have thus far found best; tables, rules and anything in moderate compass that a librarian is likely to wish to refer to frequently in his work.

We do not propose to duplicate the excellent departments in the *Library Journal* in which are found historical and personal notes, summaries of reports, records of home and foreign bibliographical publications, reviews and many interesting articles. Our mission is rather by an occasional sample of the good things there to be found to lead our readers to take that journal itself to secure this matter.

Send us then what you may have that will serve our special constituency best and ask for what you yourself need. We shall be glad to use for the *Library Journal* any added matter of library interest that belongs rather to it than to the NOTES and so invite all our readers to send this also. We quote a few words of our own at the last A. L. A. meeting on this point.

"As for publications, the *Library Journal*, as our official organ, is much better and cheaper than any other plan. It is really a small monthly conference, and these ten volumes are vastly more satisfactory as our record, than seven pamphlets labelled "Proceedings." But there is one thing to which we should wake up, viz.: our personal responsibility in contributing to our official organ. It is the most common thing in the world to spend eight or ten months on an experiment, and then sit down and enjoy it selfishly, instead of sharing the results. There is an unintentional, but none the less reprehensible, meanness about it. It ought to be a matter of personal shame if a brother librarian finds us using an improved method or labor-saving device which we have not reported as soon as duly tested in the columns of our official *Journal*. It is no matter that it is ours, and we have worked it out. Every one of us ought to feel in good conscience bound to send to the *Journal* everything of value to even a limited class of librarians, to a constituency of ten or a dozen other people who may want to use it."

TO PROSPECTIVE SUBSCRIBERS.

This sample number will show you the spirit in which the NOTES will be edited. The only hard and fast rule laid down as to its future is that the number of pages available in each number shall be filled with whatever will be most helpful to the largest number of librarians. We depend on the expression of felt wants as our guide in selecting what shall appear. So many letters have come to the editor as Sec. of the A. L. A. that he knows a great need exists for a series of articles pointing out in detail some of the best methods for the administration and cataloging of small libraries and he will therefore, include in each number parts of the library hand-books which the Library Bureau has already announced for publication.

In sending in questions and difficulties be brief as possible consistent with perfect clearness, and we will do the best we can to help you. If we seem to go into unnecessary details in our advice remember that knowledge of just these minute details is the main difference between the valuable skilled assistant and the novice. The only way to get the experience in a shorter time than usual is to have on record the detailed results of such experience by others.

There is no plan for enlarging the field of the NOTES, for when more can be afforded, libraries should take the Library Journal. If a sufficient number express the opinion that we can do more good and reach more people by reducing the price to 50c per year the publishers stand ready to make the change. The price was first fixed at 50c and changed at the suggestion of the A. L. A. committee on the ground that any library could afford a single dollar and that as the receipts were to be spent in making the NOTES more useful by adding illustrations, etc., it was wiser to charge a dollar. Early subscribers will have the full benefit of any reduction.

Our name is a choice between "The Librarian," "Library Economist," "Practical Notes for Libraries," "Librarianship" and some others. We shall welcome the opinions of those interested in finding any name that will better express the aims of our modest quarterly.

We hope to make the NOTES of great practical value to private book owners and to all who read and write and are anxious to accomplish the most possible with their time and strength. From the nature of the majority of the libraries we expect to reach, we shall give most attention to the very small libraries, not omitting to record the most useful results from the great libraries which, if not directly put in use, are of value in shaping the thought and giving a standard for the young librarian of a small collection. Private, Church and Sunday School libraries will thus be included in our field.

CONSTITUTION OF AMERICAN LIBRARY ASSOCIATION.

Organized at Philadelphia, Oct. 6, 1876. Incorporated in Massachusetts, Dec, 10, 1879.

ARTICLE I. — NAME.

This organization shall be called the "American Library Association."

ARTICLE 2. — OBJECT.

Its object shall be to promote the library interests of the country by exchanging views, reaching conclusions, and inducing coöperation in all departments of bibliothecal science and economy; by disposing the public mind to the founding and improving of libraries; and by cultivating good will among its own members.

ARTICLE 3. — MEMBERS.

SECTION 1. Any person engaged in library administration may become a member of the Association by signing the Constitution and paying the annual assessment. Other persons may in the same manner become members after election by three-fourths vote of the Board.

SEC. 2. Each member shall pay to the Treasurer on or before the annual election such sum, not exceeding two dollars, as may be assessed by the Board for the necessary expenses of the year.

SEC. 3. By the payment of twenty-five dollars any member may receive a certificate of life membership, which shall permanently entitle the holder to all the rights and privileges of membership without payment of annual assessment.

SEC. 4. Persons unanimously elected as honorary members by the Board shall be exempt from assessment.

ARTICLE 4. — OFFICERS.

SEC. 1. The Association shall annually elect an Executive Board of five members, who shall have power to add to their own number, and from the Board thus constituted, they shall choose for the Association a President, Vice-Presidents, a Secretary, a Treasurer, Finance and Coöperation Committees of three each, and any other needed officers or standing committees.

SEC. 2. — In the intervals between the annual meetings, this Executive Board shall have full power to act for the Association in all matters on which the Board is unanimously agreed.

SEC. 3. The Secretary shall keep a faithful record of the members present at each meeting of the Association or Board, and of all business

transacted; shall give due notice of any election, appointment, meeting, or other business requiring the personal attention of any member, and shall have charge of the books, papers, and correspondence.

SEC. 4. The Treasurer shall keep a full and accurate record of all receipts and disbursements, with date, purpose, and amount; shall pay no money without written order of two members of the Finance Committee and shall make an annual report.

SEC. 5. The Finance Committee shall have control of all receipts from donations or assessments; shall solicit and receive contributions for carrying on the work of the Association; and shall make appropriations, audit bills, and give orders on the Treasurer for payment.

SEC. 6. The Coöperation Committee shall consider and report upon plans designed to secure uniformity and economy in methods of administration; and the Association, Board, or Committee shall have power to refer subjects to special committees.

ARTICLE 5. — MEETINGS.

SEC. 1. There shall be regular annual meetings of the Association at such time and place as the Board may select, and each member shall be notified of the time and place at least one month in advance.

SEC. 2. Special meetings of the Association shall be called by the President on the request of ten or more members, provided that the one month's previous notice be duly given, and that no business shall be transacted unless specified in the call. Meetings of the Executive Board shall be called on request of five or more of its members.

SEC. 3. Any resolution or order which shall receive the written approval through correspondence of every member of the Board shall have the full force of a regular vote.

ARTICLE 6. — BY-LAWS.

SEC. 1. Any by-law not inconsistent with this Constitution may be adopted by three-fourths vote at two successive meetings.

SEC. 2. Any by-law may be suspended by unanimous vote at any meeting, but shall be repealed only by three-fourths vote at two successive meetings.

ARTICLE 7. — AMENDMENTS.

This Constitution may be amended by three-fourths vote at two successive meetings of the Association, provided that each member shall be notified of the proposed amendment at least one month before its final adoption.

OFFICERS OF THE AMERICAN LIBRARY ASSOCIATION FOR 1886.

PRESIDENT.

W: F: Poole, Librarian Chicago Public Library.

VICE-PRESIDENTS.

A. R. Spofford, Librarian of Congress, Washington;
H: A. Homes, Librarian N. Y. State Library, Albany;
C: A. Cutter, Librarian Boston Athenæum;
W: E. Foster, Librarian Providence Public Library.

SECRETARY.

Melvil Dewey, Chief Librarian Columbia College, New York.

ASST. SECRETARY.

E. C. Richardson, Librarian Hartford Theol. Seminary.

TREASURER.

Jas. L. Whitney, Asst. Librarian Boston Public Library.

FINANCE COMMITTEE.

C: C. Soule, Law Publisher, Boston;
J. N. Larned, Librarian Buffalo Library;
G: W: Harris, Act. Librarian Cornell University, Ithaca, N. Y.

CO-OPERATION COMMITTEE.

W: I. Fletcher, Librarian Amherst College, Amherst, Mass.;
B: P. Mann, Bibliographer, U. S. Dept. of Agriculture, Washington;
W. S. Biscoe, Catalog Librarian, Columbia College, New York;
C: Alex. Nelson, Astor Library, New York;
Miss E. M. Coe, Librarian New York Free Circulating Library, 48 Bond St., N. Y.

STANDING COMMITTEE.

R: R. Bowker, of the *Library Journal*, 31 Park Row, New York;
W: T. Peoples, Librarian Mercantile Library, New York;
R. B. Poole, Librarian Y. M. C. A., New York.

COMMITTEE ON NEXT MEETING. — K. A: Linderfelt, Librarian Milwaukee Public Library; C. W. Merrill, Librarian Cincinnati Public Library; F. J. Soldan, Librarian Public Library, Peoria, Ill.; A. N. Brown, Library Bureau, 32 Hawley St., Boston; H. E. Davidson, Library Bureau, 32 Hawley St., Boston. (With authority to appoint sub-committees.)

COUNCILLORS. — Justin Winsor, Librarian Harvard University, Cambridge, Mass., President A. L. A., 1876–85; E. M. Barton, Librarian American Antiquarian Soc., Worcester, Mass.; Miss Mary A. Bean, Librarian Public Library, Brookline, Mass.; J: S. Billings, Librarian National Medical Library, Washington; Mellen Chamberlain, Librarian Boston Public Library; J: N. Dyer, Librarian St. Louis Mercantile Library; J: Eaton, U. S. Commissioner of Education, Washington; J: Edmands, Librarian Mercantile Library, Philadelphia; D: C. Gilman, President Johns Hopkins University, Baltimore; S: S. Green, Librarian Worcester Free Public Library; R. A. Guild, Librarian Brown University, Providence, R. I.; Miss C. M. Hewins, Librarian Hartford Library, Hartford, Conn.; Miss H. P. James, Librarian Free Public Library, Newton, Mass.; K. A: Linderfelt, Librarian Milwaukee Public Library; C. W. Merrill, Librarian Cincinnati Public Library; Lloyd P. Smith, Librarian Philadelphia Library Co.; Addison Van Name, Librarian Yale College, New Haven, Conn.

AMERICAN LIBRARY ASSOCIATION.

Milwaukee Meeting, July 7, 8, 9, and 10, 1886.

The arrangements for the Milwaukee meeting are practically complete and give promise of an unusually interesting and attractive session. The hospitalities to be extended are on a scale worthy the great Northwest and can not but attract many from the East who would not think they could afford the journey under less favorable circumstances.

The Wisconsin railroads with great liberality have agreed to carry members of the Association free on the eight days excursion to the capital, the famous Dells, across the State and up the Mississippi river by daylight to St. Paul and Minneapolis, along Lake Superior and through the great woods of Northern Wisconsin back to Chicago. The program is more extensive and attractive than anything heretofore attempted by the A. L. A., and still more is promised to be announced later. The Secretary has authority to extend return tickets and a party will spend some weeks after the convention and the national Sängerfest, in a vacation at one of the many attractive summer resorts, probably in Northern Michigan near the Sault-Ste. Marie.

Those wishing details of the great National Sängerfest which begins in Milwaukee, Wed., July 14, can address Mr. K. A. Linderfelt, Public Library, Milwaukee.

Members may bring friends freely, who become associates of the A. L. A. for the year on payment of $2, and receive all reduced rates and a copy of the Proceedings. The very great reductions in the cost of the trip are not likely to be repeated and members and their friends should accept the very cordial invitation to take one of the finest excursions on the continent. Members wishing, can extend their stay at reduced rates.

Certificate cards of membership will be issued by the Secretary. The local committees specially urge librarians to bring their families and friends and evidently mean that our first meeting in the Northwest shall be long remembered and that those in the East who allow the considerable distance to prevent their attendance shall have abundant reason to regret their mistake. The program so far as ready indicates

that the sessions will be not less attractive than the excursions, so that the trip promises the rare combination of profit and pleasure which the librarian needs and appreciates.

A hopeful sign is the increasing number of libraries that officially recognize the importance of sending delegates, whose expenses are paid by the library. One by one Boards of Trustees are learning that the annual meeting is a "means of grace" that cannot wisely nor economically be neglected. The librarians in attendance get rest and recreation and inspiration for their work, and they get also direct suggestions that can be applied on their return, to every-day work, often saving from a single idea gained at the conference as much as the expenses for a score of years. The Association appeals to managers to make this sending of official delegates the rule. It suggests also that institutions, where practicable, pay the $25 and become life members, thus entitling their delegate for all time to a seat and vote in the meetings, instead of paying $2 annually, which is really 8 per cent on the cost of life membership Beside the economy, this plan saves the time and trouble of a petty annual payment, and a library once a life member is more likely to profit constantly by the national meetings. Librarians are requested to submit this request to their trustees, where practicable, in time for the coming meeting. It is to be hoped also that others will follow the example set by Columbia College, which has a standing rule, giving any members of its staff the necessary leave of absence, with full pay, if they will attend the annual meetings.

ROUTE.

It has been decided that all things considered the picturesque route via the Hoosac Tunnel, the West Shore R. R., Suspension Bridge, Niagara Falls, and the Great Western R. R. to Chicago offers the greatest attractions for the eastern party. Very liberal concessions have been made from regular fares, and stop-over privileges are freely granted to those asking them. The eastern parties will leave Boston, Fitchburg station at 3 P. M. and New York, West Shore station, down town, foot of Jay Street, 5.40, up town foot of West 42nd Street at 6 P. M. Saturday, July 3d. The trains unite at Rotterdam Junction and reach Niagara Falls at 7.15 Sunday A. M. An entire day at special hotel rates is given to the Falls and the party leaves for Chicago after breakfast Monday, avoiding the expense of sleeping cars and getting the most beautiful scenery by daylight; reaching Chicago Monday, at 9.45 P. M. and giving a day and two nights to the western metropolis. Those unable to join the regular party on Saturday may leave Boston at 3 P. M., and New York at 6 P. M., Monday, arriving at Chicago 9.45 P. M. Tuesday.

This involves a long unbroken journey, $5.00 instead of $2.50 for sleeping cars and misses the Niagara and the Chicago days and evenings which promise to be specially enjoyable. Unless in an emergency every member should go with the regular party in the A. L. A. car. Wednesday at 8 A. M. the party leaves Chicago for Milwaukee which is reached at 11 A. M. The opening session will be Wednesday P. M.

Those preferring the southern route via New York, Philadelphia, Baltimore and Washington, over the mountains by the Baltimore & Ohio R. R. may leave Washington, July 5, on the 10 A. M. limited express, getting the most beautiful scenery by daylight and joining the Niagara party at Chicago Tuesday, at 9 A. M. Delegates may spend Sunday in Washington or leave New York at 9 or 12 P. M. Sunday, getting to Washington at 5.35 and 8.05 A. M. or coming later may take the 10 P. M. express from Washington, reaching Chicago at 7 A. M. Wednesday in time to go to Milwaukee on the A. L. A. car. Tickets are $27.60 from New York and $35.00 from Boston via 4.30 P. M. train. The attractions of both routes may be combined by exchanging tickets at Milwaukee.

EXPENSES.

Tickets for the round trip, to Milwaukee and return, good for 60 days, from New York $25.00, from Boston $30.00. This does not include sleeping car berth ($2.50 for double berth, Boston to Niagara) or meals. **Those wishing to take the train at any points east of Niagara Falls** and secure reductions proportionate to these given on the excursion tickets from Boston and New York **must get a blank** from the Library Bureau, 32 Hawley St., Boston, and on buying their ticket at regular rates, must have the ticket agent sign this blank, showing that full fare has been paid one way. This voucher will enable the member to secure return tickets by paying the small balance required. Those buying the regular New York or Boston tickets require no blank.

Tickets have been so arranged that those not caring for opportunity to stop over at Niagara and Chicago and take the journey more leisurely, may get the same rates, and take the last possible train through to Milwaukee without stop.

The headquarters in Milwaukee will be the Plankinton House, the best in the city, where for members of the A. L. A. the rate has been reduced from $4.00 to $2.50 per day. The Avenue House, a family hotel, charmingly situated on Washington Place in the best part of the city, four blocks west of the Public Library, will furnish board and room for two persons at $1.25 per day each. Liberal concessions to

A. L. A. members will be made at all points. At Chicago the Clifton House reduces to $2.00 and $2.50 per day. The reductions at other points will be given as soon as the number who will go is reported.

The A. L. A. Post-Conference Excursion starts from Milwaukee on

Monday, July 12, 7.45 A. M., picking up on the way those who have spent Sunday at the summer resorts, arriving at Madison at 10.45 A. M. and leaving at 5 P. M. for Kilbourn City, which is reached at 7.45 P. M.

Tuesday, Steamboat excursion through Upper Dells; afternoon, carriage excursion to Standing Rock; evening, steamboat excursion by moonlight through Lower Dells.

Wednesday, 5.29 A. M. leave Kilbourn City; 2.25 P. M. arrive St. Paul.

Thursday, at St. Paul and Minneapolis; 10 P. M. leave St. Paul for Lake Superior.

Friday morning, arrive at Ashland in time for breakfast; excursion by steamboat to Apostle Islands, returning to Ashland for the night.

Saturday, excursion to Gogebic iron mines, returning at 4 P. M.

Monday, 10.15 A. M. leave Ashland, going through the woods of Northern Wisconsin by day, and reaching Chicago

Tuesday, at 7 A. M. The exercises here will be announced later.

This schedule provides for only two nights on the road with the consequent expense for sleeping cars, and takes us along the Mississippi river in the day time; hotel expenses will be made as light as possible, and may be regulated, in the larger cities, according to individual tastes. For special excursions satisfactory arrangements can be made, as soon as an estimate of the number likely to participate is known. Several places to be visited have signified their intention of extending courtesies to the Association.

Those wishing to go on the eight day excursion should report their names as soon as decided to Mr. K. A. Linderfelt, Milwaukee Public Library.

Those wishing reduced rates should send their names, the number in the party, the number of sleeping berths required and the time they will leave Boston and New York, to the Library Bureau, 32 Hawley street, Boston, as promptly as possible.

The tickets will be sent by mail to any member of the A. L. A. on receipt of the price, and to those wishing to join, on payment of the annual fee of $2.00 in addition. Tickets should be secured by July 1st.

To accommodate any out of town we will purchase tickets for them on written order and deliver them on either the Boston or New York train.

Address inquiries and orders for tickets from the east to Library Bureau, 32 Hawley street, Boston.

Partial Program of A. L. A. Meeting 1886.

Address of the President, Reports of Secretary, Treasurer, Finance Committee, Coöperation Committee and Standing Committee.

Report on Aids and Guides, F: M. Crunden, Librarian Public Library, St. Louis.

Report on Public Documents, S: S. Green, Librarian Free Public Library, Worcester.

Report on Growth and Development of Libraries, F. J. Soldan, Librarian Public Library, Peoria.

State and Law Libraries, Mrs. S. B. Maxwell, Librarian State Library, Des Moines, Iowa.

First Librarian's Convention 1853, E. M. Barton, Librarian American Antiquarian Society, Worcester.

Relation of the Public Library to the Public Schools, H. M. Utley, Librarian Public Library, Detroit.

Relation of University Seminaries to the University Library, Edwin H. Woodruff, Cornell University Library, Ithaca.

Teaching Bibliography in Colleges, R. C. Davis, Librarian, University of Michigan, Ann Arbor.

Some New Devices and Arrangements in a Library Building, J. N. Larned, Librarian Buffalo Library.

Library Buildings, E. Magnusson, Cambridge University, England.

How to Make the Most of a Small Library, Miss C. M. Hewins, Librarian Library Association, Hartford.

Charging Systems for Small Libraries, G. L. Little, Librarian Bowdoin College, Brunswick.

Eclectic Book Numbers, Melvil Dewey, Chief Librarian Columbia College, New York.

Author Notation for Greek and Latin Classics. Also, Close Classification, C. A. Cutter, Librarian Athenæum, Boston.

What Catalogs we shall Print, C. A. Nelson, Astor Library, New York.

The Great Enemy of Books, L. P. Smith, Librarian Library Company, Philadelphia.

The Librarian and his Constituents, R. B. Poole, Librarian Y. M. C. A., New York.

Hobbies, W. De M. Hooper, Librarian Public Library, Indianapolis.

King Aquila's Classification, J. Schwartz, Librarian Apprentices Library, New York.

Why Librarians Know, E. C. Richardson, Librarian Theological Seminary, Hartford.

International Copyright in Congress, T. Solberg, Washington.

Notes and Queries and discussions of practical library questions will as usual be an important feature.

CO-OPERATIVE CATALOGING.

In anticipation of action on this subject at the Milwaukee conference the Coöperation Committee of the A. L. A. have issued a circular as follows: —

We wish to call your attention to a scheme of coöperative cataloging.

The object had in view in this scheme is the preparation and printing of such catalogs and indexes as will serve to relieve the individual libraries of a considerable share of the labor and expense of the present system, just as the publication of the new edition of Poole's Index has relieved them of what many felt to be the necessity of including the articles in leading periodicals in their catalogs.

Prominent among such indexes now imperatively needed, and only awaiting the development of some practical scheme for their preparation and issue, are the much talked-of index to essays and to other monographic general literature, and a scientific subject index, to complement the Royal Society's author catalog.

The printing of cards for the ordinary card catalogs, covering such current books as are received by most libraries, is also contemplated, and the issue in sections or class-lists of such a catalog as has long been proposed under the name of the "A. L. A. Catalog."

If the question is asked, Why cannot these works be produced as was the new edition of Poole's Index? it may be replied that the issue of that work has shown that there is no pecuniary remuneration for any one who may undertake similar labors, and volunteers are lacking for unpaid work. At any rate, we have waited several years in vain for the example of Poole's Index to be followed in these other fields, and each year the necessity increases that something be done. Meantime the conviction has gained strength that by some organization for the purpose the result can be secured without depending on individual or voluntary effort, and that in fact the best results will be so obtained.

We now propose that a section of the American Library Association be organized somewhat after the pattern of a publishing society (the Early English Text and Shakspere Societies furnish examples). The membership should reside in libraries as such, rather than in their officers as individuals. The funds should be derived from annual dues paid by the members and should be applied, in such manner as may prove most advantageous, to securing the preparation and printing of the desired catalogs or indexes.

To give definiteness to our propositions we suggest as a financial basis an annual membership fee of $10, and we ask you to bring the matter before your library committee, or other managing board, and secure if possible an assurance that your library will support such an undertaking.

For the more elaborate works which might thus be undertaken, it would doubtless be necessary to arrange for a special class of subscribers among the larger libraries with an extra fee of a considerable amount. But this is a detail which will naturally come up later.

It is confidently expected that this matter will be brought into definite shape at the next annual conference of the American Library Association, at Milwaukee, July 7 — 10, 1886, and to this end we wish to secure a general expression with regard to it, preliminary to that meeting. Therefore we ask you to return the enclosed blank with your signature if you can give it, and with such suggestions as to the proposed scheme as may occur to you. Criticisms and amendments will be heartily welcomed, as well as favorable views and expressions of interest from any libraries not prepared to give assurances of subscription.

Please observe that your signature to the enclosed blank does not bind your library to a subscription, and is merely asked as an expression of your *probable* support if the scheme is satisfactorily set afoot.

W: I. FLETCHER,
B: PICKMAN MANN,
W. S. BISCOE,
C: ALEX. NELSON,
ELLEN M. COE,
} Coöperation Committee.

Amherst College, 12 Je, 1886.

All librarians and others interested in the efficient and economical working of our public libraries, who may not have received a copy of this circular with its blank for reply, are invited to correspond with the Committee on the subject in order that they may have the benefit of suggestions and encouragement from all quarters.

Copies of the above circular will be sent to any person whose address may be furnished to the Committee for the purpose. Address the Chairman at Amherst, Mass.

SELECTING A LIBRARY SYSTEM.

Except in the rare cases where it is the good fortune of the librarian to be appointed at the very inception of the library idea and to share in all the preliminaries he goes to his work with a great many important things already decided for him. Interest has been developed; the necessary legislation secured; the funds (very seldom indeed the necessary funds) raised; the building is located or rented and very likely equipped with fixtures, furniture and fittings; the by-laws are established, the trustees elected and very often also the assistants, if there are to be any, and the regulations for readers very possibly are printed; in most cases the books are on hand and very likely some forms of catalogs. Happy is the new librarian who does not find a large assortment of things just too good to be ignored or entirely thrown away and just too bad to be accepted as the form to be continued. While a librarian ought to shape all this preliminary work, if he is well qualified for his place, the part that more especially falls to his decision is the adoption of the methods of buying, cataloging, numbering, charging, binding, etc. or that group of details known as administrative. In fact the first question asked of a new librarian is apt to be, what records and catalogs are you going to make and what blanks and technical fittings and supplies do you need to begin your work? The wisest answer to this question varies as widely as the libraries, but there are certain things which all require in common just as the necessities of life include many items in common whether one lives in a cottage or a palace. Certain things cannot wisely be dispensed with in the smallest and poorest library. These are the necessaries of library life and can no more be omitted than meals and bed and clothes and laundry for him who lives the simplest life. That many libraries get along without some of the items named as essential does not disprove our statement. Library science is in its infancy and the majority of libraries have never had their entire system carefully organized as a unit by a competent ex-

pert; the methods in use are the growth often of many years and many minds and it would be unreasonable to hope that the results could not be improved. The average librarian has entered upon his work and continued it at first just exactly in the way his predecessor had been doing it. From time to time certain faults became so glaring that they were wholly or partially removed, or certain new ideas were suggested which seemed improvements and were therefore adopted without thorough investigation to determine if there might not be other methods that at less cost or less labor would accomplish even better results. A librarian therefore who without comparative study copies the system of some neighboring library which he visits, is almost sure to get into the ruts of his model and often exaggerates his faults.

Again the statement of an experienced librarian that he has never used a shelf list or an accession book or a book plate, and has never felt their need, should not be accepted as proof that these are not essential; for not a few men have made excellent reputations in charge of libraries because of their knowledge of books, their kindly interest in readers, their devotion to their work or for other reasons, who have never properly met the obligations, laid upon them by their position, of giving proper business care to the safety of the books in their charge, guarding against loss by annual inventories and preserving records that would be demanded in business life of any person taking charge of property belonging to the public or to another. It is one of the most common experiences that people who have never used a labor saving method or machine stoutly aver that there is no need of it because they have never felt the need and yet the same person after a single year's use of the new machine, if it really be valuable, is often loudest in asserting that it would be impossible to get on without it. The sum of this advice is then that the young librarian adopting a system for a new library or revising that of an old one should not rely on the opinion of any individual too explicitly; but should secure, if possible a comparative view of various plans and base his judgment on the consensus of the competent.

COST OF LIBRARY EQUIPMENT.

It is a common experience for trustees or committees to be alarmed at the initial expenses of starting even the smallest library properly. They say "these gim cracks and odds and ends will cost us more than the books," forgetting that the first expense is like equipping a school with desks and blackboards and apparatus for successful work; that

these expenses are many of them incurred only once in many years; and that it is often real economy in the first year to expend, for the technical library machinery, a sum that to any one unfamiliar with the details would seem exorbitant. Below is a partial list of the fittings and supplies which even the smallest library needs from the first.

It would be absurd for a young housekeeper to complain that the outlay for equipping her kitchen cost more than a month's board; or for a farmer to decry the extravagance of paying more for barns and fences, mowing machines, wagons, and the equipment for doing his work cheaply and well than his whole crop came to the first year. We should doubt the sanity of a woman who hired a skillful seamstress for $400 a year and then on the score of economy declined to spend possibly one tenth that sum in a good sewing machine. And yet this is exactly what happens with otherwise practical library trustees. They raise money for a library, buy books, salary a librarian and refuse to provide labor saving machinery and supplies that would save in the long run five to fifty dollars for each dollar of initial cost. A good library is a productive power and it is absurd to start a factory, getting building, raw material and labor and then because of the expense to delay getting the machinery; and the rule is world wide that those who cannot afford to get that form of machinery which will do the work best and cheapest are sure to come out last in the competition. In business the ledger shows this folly clearly. In educational work the expert sees it no less clearly but the trustees often congratulate themselves on their *economy* not recognizing that it has been a bad case of penny wise and pound foolish.

However much good may be done, a given library will never do the best work till its management recognizes the duty and true economy of providing skilled assistance and the best labor-saving equipment of catalogs, indexes, fittings and supplies.

BOOK PLATES.

Many scrawl the name in ink, others apply it in gaudy colors from a rubber or metal stamp; but the experience of the world favors a book plate inside the front cover as the best indication of ownership. This can be had for $1.00 or so per thousand, according to quantity printed, and very few libraries will be driven to such stress of economy as to be unable to afford one tenth of a cent each in respectably marking the ownership of its books. While plates handsomely engraved on copper or steel are very attractive, they cost perhaps ten times as much and

poor libraries had best get on without them. The majority of wealthy libraries are content with a neatly printed plate. Avoid a large plate which is much more difficult to paste in smoothly and when in is much less attractive. We use for our largest sized plate 5x7½ cm. (2x3 in.) and find it ample for all our numbers and subject references.

We reproduce below a form of plate that gives excellent satisfaction. If a fixed location is used the shelf number replaces the class number. The volume number is written below the book number as is "cop. 2," etc., if the book is a duplicate. Many libraries put the accession number and date received on this plate, but we prefer to give these

Class Book

Columbia College Library

Madison Av. and 49th St. New York.

Beside the main topic this book also treats of

Subject No.	*On page*	*Subject No.*	*On page*

facts on the inside margin of the first recto after the title, together with initial of the source, cost, date of cataloging and initial of cataloger. All these facts in a single line close to the fold are handy for reference but hardly noticed unless wanted. When the book is rebound they are not lost as happens if put on the book plate, and readers in looking at the number of the book are not confused by a series of marks and numbers for which they have no use.

It will be noticed that our book plate has the innovation of cross references with the exact page where the matter referred to begins and ends. This is less compact in systems where the subjects have no number but must be written out. When the cataloger examines the book and finds matter of importance on some other subject than the one chosen for its classification, it is the work of only an instant to note the pages on the book plate and this saves more than the time required, for every person who thereafter consults it. Many books have no index or a very imperfect one. The reader is referred to a certain large volume for some point and may have to hunt a half hour to find it with the chance of missing it altogether. By this plan he has on the book itself the exact page to which to open. If the matter referred to is a part of a chapter the note of a final page may often

save his missing an important part of the reference, for often a writer starts a theme and after a few sentences apparently takes up another topic which proves to be only a digression, and after a page or two he goes on with a full discussion of the first point. In such cases the reader is apt to think he has seen all that was referred to when the first paragraph ends and he closes the book. This risk is avoided and his time saved if the cataloger who has found all this out, will take time to put down the extra two or three figures once for all. These references are also often interesting to one not sent to the book specially for them but who thus has his attention called to an important feature perhaps not mentioned in the title and likely not to be noticed unless the book is carefully examined. Of course only important topics are thus brought out and with many books there is nothing worthy such a reference. The blank plate does no harm. In some classes of books e. g. law reports, poems, etc., a narrower plate with no reference blanks is used but even a poem may have very interesting matter on some period of history or some name in biography that well deserves a reference and we find it best to use the full plate though we think it will never be needed.

Binders' paste is best for putting in the plates. Mucilage is apt to peel off and is much more expensive. The paste keeps better in a wood dish (e. g. a little pail or tub). A proper brush is important. A visit to a bindery will show a novice how neatly and how quickly the work is done. Even these little details require skill. Care must be taken in laying down the plate to have it straight so that the paper will cover every place touched by the paste and not show a soiled margin. The books should be piled with the covers turned back till the paste has time to dry. If closed as soon as done a bit of paste at the edge may stick to the opposite leaf or the dampness may cause the paper to wrinkle. Avoid covering up printed matter on the cover or plates showing previous ownership. Sometimes important tables or other matter is printed on the cover. In such cases the plate can be pasted by its edge to the inner margin so that all under it can be read.

Finally, when a book is sent to the binder the book-plate should be exactly copied or else the front cover torn off and retained so that when the book is returned an exact duplicate of the plate can be inserted. This saves the labor of hunting up the cross reference numbers with the danger of mistakes.

EMBOSSING STAMP.

This is needed to mark the name and place of the library on the title pages and all plates, maps and inserts not printed on the regular forms and therefore liable to be removed. If the stamp is properly made it is impossible to iron out its impression so that it cannot be detected if the sheet is held up to the light and the broken fibres examined. A rubber stamp used to mark titles and plates is apt to stain, blot or offset, or if an ink that acts like a paint instead of a dye is used, after many years it can be removed with an ordinary eraser. Safety and neat appearance both require the raised letters of the seal press.

The best form of seal for embossing is the simple name of the library with its location in plain, gothic letters. Fancy types are less legible and the fine lines wear out and break quicker. The gothic letter will wear better than any other. A very common outline is an oval about 2x3 cm, but the words alone without the border line are still neater. The town and (except for very prominent cities) the state should be given, for books get carried long distances in family movings and find their way home in time if it is clearly indicated. If the letters are cut on a globe in *bas relief*, the fibers of the paper are pressed into a new shape more difficult to iron out, but it is safe to avoid all designs and alleged ornaments. A border line round the oval, if cut in the ordinary way as for a notary's seal, is very apt, in the hands of beginners, to act like a punch and cut out the paper, sometimes leaving the space open when the lever is raised but oftener cutting the fibre so that the center drops out after a little handling. The impression should never be made with a quick stroke, such as is used with a dating stamp, but, specially with old or tender paper, with a slower, steady pressure that forms the paper into the new shape without cutting it out. An illustration of the principle may be seen in pressing a die on hard wax. If done too suddenly it simply shatters it, but a firm, slow push gives a perfect outline. A careful embosser will soon learn just how fast he can work his machine safely by examining closely the result on different kinds of paper.

The die should be set to read in the line of the lever, so that standing before it with the right hand on the lever and the book in the left, the impression will read straight on the page. A press made to stamp envelopes is set at right angles to the lever so as to seal the other corner.

For ordinary books the press should be secured firmly to a table-corner, or better, to the left end of the top of the taller sized library

steps. This has all the advantages of the table and in addition, can be readily moved wherever it may be wanted. In embossing books already on the shelves, the step can be set in front of the tier and each book replaced as soon as done, thus saving much handling.

An ordinary book is held in the left hand and the title, or the page to be embossed, is held out from the rest by the little finger, leaving the right hand free for the lever. For books too large to be held in one hand, two persons are required, or the press is unscrewed and a piece of felt glued on the bottom to prevent injury to the book from the rough edges of the iron frame. Then the large book being opened on a table the press is set on the leaves below that to be marked, thus enabling one person to emboss each plate neatly without assistance. It is of course much cheaper, where there are many large books to have a duplicate press with felt bottom instead of unscrewing from the steps each time it is wanted.

We recently bought of the Library Bureau their new treadle embossing machine, which allows of much quicker work, and one person can handle all but the largest folios alone. This is the regular press with a hole through the end of lever where a wire is connected and dropped through the top of the step to a treadle. A spring below completes the machine. The foot gives the firm pressure, and both hands are free to handle the book. With this there is less chance of the book slipping from the hand and tearing or crumpling the leaf.

The impression is best put in the right hand upper section of the page, and as the purpose of this stamp is to make theft impossible it must not be so far in the margin as to allow its being cut off without taking any of the print. The rule is to let the stamp touch some of the print, but young embossers should be cautioned against disfiguring portraits or any special feature of a plate. Where a book has many plates the first should be stamped at the top, the next the width of the stamp lower, and so on till the bottom is reached, then repeating the distribution, and thus avoiding swelling the top corner from having all the raised letters in the same portion of the book.

ACCESSION BOOK.

This is the business record of every volume added to the library, beginning with number one and showing date, accession number, class or shelf, and book and volume numbers, author, brief title, imprint, size, binding, source, with name of the giver, or agent of whom purchased with price, and in the last column of remarks is space to

record in future if it be lost, worn out, withdrawn as duplicate, rebound or otherwise altered. Every volume has a line and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month and year are shown at a glance; also the total number of volumes which the library has had and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs. nor of being compelled to rewrite them as often happens in the shelf list. The numbers should be assigned to individual volumes, not to books or lots as is sometimes done, and it is real economy to buy the ready numbered books which are furnished at a slight extra charge. While it is possible to include the facts of the accession book on the shelf list or on the order slips, the extra labor and expense of so doing with the fact that much of the value of the accession book is thereby lost, makes the plan an unwise one and though the innovation has been advocated by eminent authority almost no one familiar with the regular book as recommended by the Library Association, has been willing to adopt the substitute proposed. It is economy to have a leather or canvas cover for the accession book while it is being filled. The cover is readily transferred to the next volume and lasts for many years, and as the volumes are filled they come out fresh and clean for preservation on the shelves, while without the cover they become very shabby and soiled in the course of necessary handling while entering 5,000 or 10,000 volumes.

It is cheaper to use the book with 10,000 lines for a library that expects to attain that number of volumes within any reasonable time; and for libraries of over 20,000 it pays to have a wood ledger case with partitions making a pocket for each book to preserve it safely and conveniently. A steel ledger clip should also be used to save needless handling in finding the place for current entries.

The A. L. A. Acession book is 35x30 cm in size. Recently a more condensed form has been made for those who wish a smaller book that will go on the regular shelves. This is 25x20 cm and contains all the essential facts in more compact ruling. While this is preferred for many private book owners, libraries choose the old standard size. The difference in cost is about 70c per 1,000 vols. and is therefore not worth consideration in a permanent record. The labor of writing such a record costs about 20 times as much as the book and economy requires that paper, binding and ink used be the best obtainable and that careful preservation by temporary cover and permanent wood case

should make the great expense of rewriting unnecessary for centuries. This seems a large phrase but few human institutions are more permanent than libraries, and in the old world many a library has outlived a score of dynasties.

There is no excuse for mistakes in getting this record book for the Coöperation Committee of the American Library Association made a model with great care which can now be had, prefaced with a complete set of printed rules for all kind of entries at less price than a stationer can make a single volume to order.

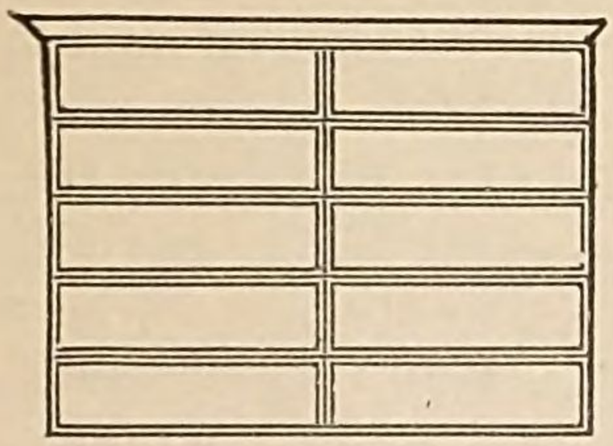
SHELF LIST.

This is a brief inventory of everything on the library shelves, and is simply indispensable. It is kept in a blank book, or on separate sheets inserted in a shelf-binder, or on cards. The second method is the one coming into almost universal use because of its economy. The sheet is 20x25 cm. (8x10 in.) and has 25 lines to the page. In the usual place of the page number is given the class number or shelf number which applies to all the books on that sheet; in the left hand column is given the book number; in the second column the accession no., which refers to the detailed facts on the accession book; the third column gives the number of volumes; and the fourth and fifth, the author and brief title. Some give a line to each volume as in the accession book, in order more readily to mark books missing at the annual examination, but the wider and better practice is to give one line to each work in however many volumes, thus making the shelf list much more compact and convenient for reference. In the examination instead of marking on the shelf list all books missing, put down the numbers of all volumes not found, on a separate pass book. Once each year the librarian reads the shelves with this list. As the two correspond, he has only to look at the book number and number of volumes, and identify each in its place on the shelves, or if any are missing, to record them. From this missing list he crosses those found to be properly charged or at the binders or satisfactorily accounted for and the remainder is the annual list of books missing. By prompt attention it is often practicable to recover missing books, and no competent and faithful librarian will fail to have a careful inventory of the property committed to his charge made in this way each year. The objection to the ordinary blank book for this list is the impossibility of foretelling how rapidly subjects will be filled and the consequent certainty that however carefully the pages may be assigned to the various sub-

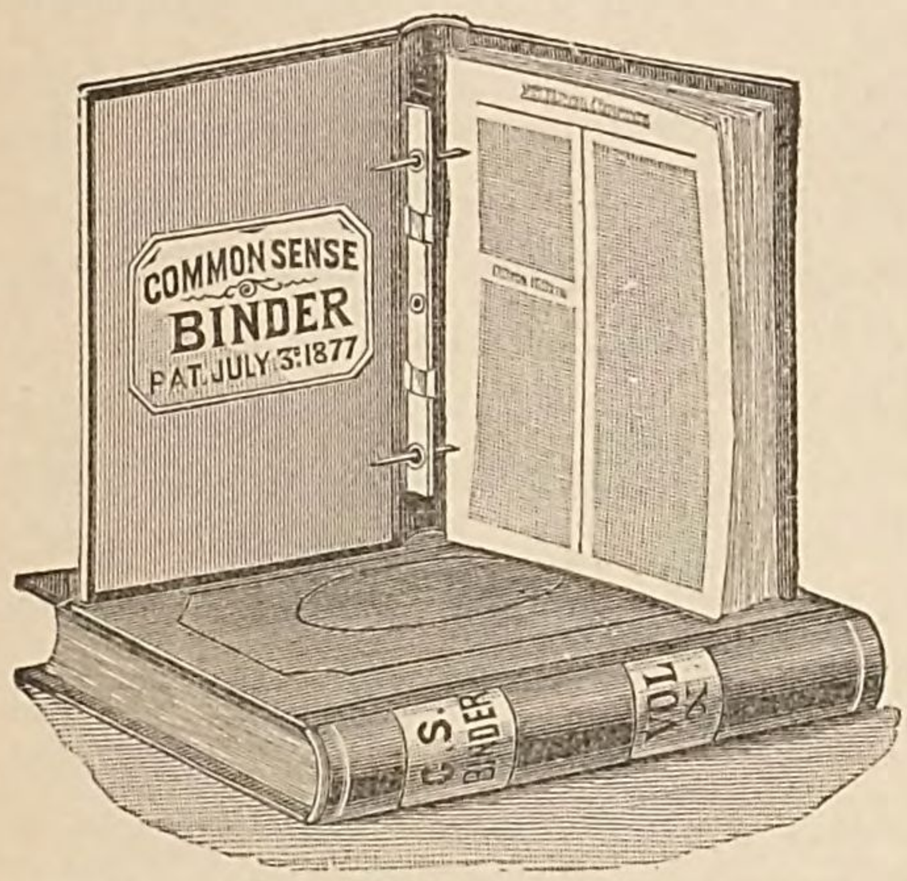
jects the scheme will by and by break down and necessitate recopying the entire work. With the laced shelf sheets whenever any page is filled a blank sheet is inserted, the proper order is perfectly maintained and recopying is avoided. If, as often happens, in the constant handling of the list during the inventory, a sheet is torn or soiled, that single sheet can be replaced with a fresh one with trifling labor. The shelf list thus combines the advantages of the book and card forms, being kept in perfect order and capable of expansion and replacement quickly and cheaply as need may arise, and yet being handled and turned through the fingers as readily as an ordinary book. The objections to the card system for a shelf list are the great danger of loss, misplacement or theft of cards and the much slower reference possible in reading the shelves. A skillful book thief would be sure not only to carry off the book, but unless drawers as well as cards were carefully locked up, to tear out the card from the shelf list, thus taking it off the inventory and leaving no trace behind.

As the great majority of libraries are arranged with more or less minuteness according to subjects, in the same proportion the shelf list is practically a subject catalog in book form and in practice is constantly referred to by those who have access to it. While its real purpose is for inventory it is hardly less important in many cases as a guide to subjects, and if one chooses to insert cross references and notes in a different colored ink it can be made an admirable help to readers wherever books are closely classified by any of the relative systems. If not as useful as direct access to shelves it has the advantage of showing also the books that may be temporarily loaned or at the bindery. If a library is so unfortunate as to have the old fixed location where the shelves rather than the subjects bear the numbers, the shelf list becomes much less valuable and the objections to a bound book are not as great, but the standard sheets as recommended by the Coöperation Committee are almost always preferred even for this use.

If the Shelf List is to be used as a subject catalog it is economy to divide it into more binders than may be necessary to hold the sheets, as it thus allows more people to consult it at once. For a small library of 1,000 or 2,000 volumes a single binder which holds 200 sheets is sufficient in the beginning. For a library of 20 or 30,000 volumes five or ten binders are desirable and even more than for the accession book is a wood case of pigeon holes for each binder desirable, as the shelf list should be kept flat rather than standing on edge. The handiest form is outlined in the cut.



The shelf list is so much handled that only linen ledger paper should be used. To use cheaper stock for this is something like using common bristol for the cards. A few dollars may be saved on the first outlay but in time when all has to be copied this apparent economy is turned into ten or a hundred fold extravagance. For these and all other punched sheets, be sure of the standard size. The centers of the holes should be just 15 cm apart. Nothing else will fit the standard binders, etc., and though the first outfit may be made to work, endless annoyance will result from neglect to start with the exact sizes.



For the shelf-binder (see cut) nothing is so cheap in the end as genuine Turkey morocco and something more than merely ordering this from a binder is usually necessary to get it. We have given explicit orders to have shelf binders made of genuine morocco, specified the size and cost of the skins and yet got an inferior article though the makers had transmitted our orders and believed we had just what we ordered and paid for. The only safety is to get such supplies from those long experienced in the selection of the leather. A mistake here is less serious as no copying is required and the binder that lasts only half as long as it should may be replaced without involving other loss. Shelf binders should be lettered lengthwise on the flexible back and on the side with the subject, e. g. HISTORY, SCIENCE, LITERATURE.

The printed headings for the columns are usually chosen as they add but a trifle to the cost and make the scheme clearer to every one consulting the lists. For the fixed location a sheet should be taken for each shelf. This allows fifty lines and of thin volumes there are sometimes as many as fifty on a shelf. The sheets may be had with the lines ready numbered, one to fifty, thus adding greatly to ease of reference. Numbers are given to books, not volumes, i. e., the second volume of the fourteenth book on a shelf is 142 not 15. In the accession book the reverse is the rule. If the volumes are numbered as if independent books, the lines will be used, one to each volume, as in the acces-

sion book. This gives a simple arrangement on the shelves and a shorter number for charging, but the objections to it are: in the catalogs a book in 10 v. must be marked No. 12 to 21.; to identify the number of any volume one must count up or risk getting it one too large or too small; of books published a vol. at a time there is no certainty how many numbers should be left blank; there is a constant confusion between complete works and volumes of a series. All this is avoided by the rule of making the book number what it professes to be, the number of the book not of its separate volumes.

Some attempt to get some of the advantages of the relative location by grouping allied books in different parts of the sheet thus giving up the simplicity of a 1, 2, 3, order in which the last number shows how many books are assigned to that shelf.

In any of the relative systems sheets are taken just as needed. In close classification several subjects are assigned to each sheet while in coarser work not less than an entire sheet is given to each division. The only systems which have met with any favor in use are: 1st. 1, 2, 3, order as books come in. 2. Alphabetical, by authors. 3. Chronological, by dates of publication. 4. Eclectic, arranging as seems most useful in each case without a definite rule. A code of rules with printed illustrations will be given in the next number for each of these four systems with a summary of the merits and faults of each so that readers may choose whichever will be best adapted to their circumstances.

In the author column many find it worth the little extra labor to give initials as well as surname for in using the shelf list as a subject catalog it constantly happens that the initials are needed to judge whether the book is to be looked up. The title should be condensed to the one short line allowed unless in very rare cases and abbreviations may be more freely used than on the cards.

No one thing adds so much to the working convenience of the shelf list as the use of the numbering machine for putting in the class or shelf numbers specially where several are assigned to one sheet. If the machine cannot be afforded (its use is real economy, as after it is set the entire number can be made wherever wanted with a single blow), the numbers should be lettered with the pen in heavy bold lines as nearly like the machine numbers as possible.

SUBJECT SHEETS IN SHELF LISTS.

With the rapid growth of closer classification on the shelves, the shelf list inevitably comes to be more and more used as a brief subject catalog in book form and it is doubtful whether any more useful form could be adopted were the list made solely for this use. Its one lack is cross references or notes. We propose to meet this by inserting extra sheets of a light blue tint wherever wanted, bearing the same subject number but limited to those desirable entries which are no part of the shelf list, i. e. notes, references to articles in serials or transactions, chapters in other books, essays, pamphlets, etc. The same purpose would be served by writing these on the regular sheets in blue or red ink and in either case no difficulty would be experienced in reading the shelves from the white sheets or the black ink entries only. Those having a subject card catalog will seldom be willing to duplicate their notes and references but those who have no subject catalog would find these blue sheets or blue ink entries of great value. The white sheet would show all that was placed on the shelves under that topic. The blue would show whatever else the library had found that seemed worth noting. Has any one tried either of these plans? If so will he kindly report for the next NOTES.

CARD CATALOGS.

It is hardly necessary in 1886 to say that every library should have a card catalog instead of any of the various clumsy substitutes, for its enormous advantages over the other systems have been almost universally acknowledged and it hardly seems credible that any one familiar with the library world would even raise the question as to whether the card catalog was the best form for the official library record by authors and subjects. While it would be possible to use the card system for the accession record and shelf lists, as has been pointed out, their peculiar character makes it undesirable.

It is of the first importance if the card system is to be adopted that the best model should be secured. In many cases libraries professing to have a card catalog have a collection of titles carelessly written and inconveniently arranged on paper or cards of varying thickness and stored in drawers or boxes or on shelves in so awkward and unusable a way that more than half its utility is sacrificed. The one objection to the card system is that it is so much slower to consult than a book where the eye sees perhaps 20 titles at once, while in the cards the finger must turn a card for each. Therefore it is necessary to use the

greatest care in many details, to be learned only by long experience, if the card system is to be a success. In many cases hundreds of dollars have been spent on card catalog cases, fittings and cards which it will some day cost as much to make wholly satisfactory as it would to buy a new outfit complete.

While there is wide difference of opinion as to the best form of catalog to supply to the public, all agree that an author index on cards kept up to date is a necessity of safe administration, to guard against buying duplicates and chiefly to answer most directly and quickly the constant question—is such a book in the library? Whatever else may be done the author cards should be kept up to date. Books published anonymously, government publications, transactions of societies, and all works where some other word takes the place of the author's name must of course be included in this index, which must be a complete alphabetical record of the contents of the library.

CATALOG CARDS.

The size of a card should not be smaller than the standard index 5 x 12½ cm. or larger than the standard postal card 7½ x 12½ cm. The earliest card catalogs were started on sheets of paper. The Smithsonian Report in 1852 recommended a quarter sheet of foolscap as the best size. The result of experience for nearly forty years has been to reduce the size and increase the thickness of the sheet or card on which the separate titles are written. Ten years ago the committees of the Library Association recommended as the standard A. L. A. card the index size 5 x 12½ cm., and it has been very widely adopted. For the past five years there has been a constantly growing tendency to adopt the 7½ x 12½ cm. card in order to have space at the bottom for notes. The difference in cost is trifling, but in a very large library the additional space occupied is a consideration. The printed titles which will be issued by the new publishing section of the Library Association will be of the postal size. Many libraries which have both an author index and the subject catalog use the large card for subjects and the small one for authors. An advantage of using both of the same size is the ease with which the form of catalog may be altered, if found desirable, i. e. the author and subject cards may be rearranged in a single dictionary scheme or divided into three sets of cases by authors, by titles and by subjects, or combined as local circumstances may indicate.

The original catalog was on ordinary writing paper which weighs 100 grams to the square meter and is marked on the Library Bureau

catalogs 100 gr. Ten years ago the leading libraries largely used a bristol board three times this thickness (Br. 300). For five years an increasing number of libraries have been adopting the special library bristol (Br. 400) which is one-third heavier than that made before. The thicker the card the more convenentiy it can be handled in the drawer, the only objection being the extra cost and extra space occupied. There has been recently made a new linen library card (L 200) two-thirds the weight of the old standard and half the weight of the heaviest library bristol, which costs exactly double and takes exactly double the number of drawers, for a given library. If strict economy is important this linen card had best be adopted, but if means allow, the heaviest bristol (Br. 400) will give best satisfaction. A library with any considerable number of cards already written should hesitate about changing the thickness as it introduces a confusing element in the "feel" of the cards. The fingers running over the tops try to separate a 400 card into two 200^{s} or pass over two 200^{s} stuck together because they feel like one thick card.

The danger in the cards is two-fold. First, getting material that after long and hard use, the constant turning by thousands of fingers, will split so as to necessitate re-copying at very great cost. The cards whether thick or thin should be made of the best stock and treated and finished differently from the bristol board of commerce which is adapted for printing for which nearly all of it is used. Library cards should have a hard, metal-like finish, and greater firmness, as they take ink better, bear erasure better and being harder and firmer, take less room and wear longer in the drawers. It is wiser to save expense by using the thinner card rather than inferior stock. The second danger is that they will not be cut exactly of the same size. A difference of 1 mm. (1-25 in.) in the width of a card is enough to reject it, for if a card one millimeter taller stands in front, the fingers cannot half as readily turn to the one behind. To secure this extreme accuracy which is the peculiarity of the card catalog, is the despair of many paper dealers who after repeated trials have declared it to be impossible except at large extra cost.

The arrangement of the matter on the card so as to get it in the best light prohibits the old fashioned multiform indentions which confined the matter almost entirely to the upper side of a diagonal from the upper left to the lower right-hand corner. The class number is best placed in the upper left-hand corner where it is readily seen. The title after the initial indentions, should be written the full width of the card, thus bringing the lines nearer the top of the drawer where they

can be more easily read, and leaving space below for notes. Diagrams illustrating the best arrangement and the manner of filling the cards will be given in a succeeding number for the guidance of cataloggers, or sample cards which have been spoiled for catalog use by some errors and yet will serve to illustrate, may be had of the Library Bureau without charge.

CARD CATALOG GUARDS.

In public libraries it is absolutely necessary to lock the cards into the cases to prevent removals or displacements, which are usually unintentional but none the less destructive. The form so widely used of two wires running over the tops of the cards is practically worthless being no more than a hint that the cards should not be taken out. For, as every user learns almost at sight, the slightest bend of the card towards a horizontal allows it to be removed almost as readily as if there were no wires, while the two wires are an annoyance to every one who tries to read the cards.

The best guard is a steel rod through a hole punched in the center of the bottom margin of the cards, the center of the hole being one cm. above the bottom of the drawer. This is better than the hole in the left corner used in many libraries, where the leverage is so great that a reader carelessly picking up the card by the right-hand corner is very apt to tear it from its fastenings. The rod in the center also helps to balance the cards in proper position in the drawer. This rod should also be locked in position, or the motion of the drawer back and forth will tend to throw it out of place; then when the drawer is quickly closed the projecting rod strikes the back of the case and is driven forward and is liable to cut the cards and sometimes to spoil the back panels. A screw thread on the front of the guard wire, working in a socket in the front of the drawer, holds it in place, but is objectionable because the thread acts like a saw in passing through the cards as it must every time a card is inserted or removed. The best plan is a lock at the back of the drawer, made by bending the rod at right angles and revolving it through a quarter circle hollow covered by an escutcheon. This is the most satisfactory device which has ever been submitted to the A. L. A. committee.

With this form of guard one inserts a card by opening at the desired place, with the thumb and finger revolving the rod to the right to release it when the L hook at the end comes opposite the key hole in the escutcheon and the rod easily pushes back; the card is inserted, the

rod is drawn forward again and a turn to the left locks it behind the escutcheon plate. The rule in turning is: to Right Releases, to Left Locks.

CARD CATALOG DRAWERS.

To avoid cutting out the cards in passing the locking rod through them the drawers must be no wider than necessary for the cards to move freely, otherwise some get jogged to the left and some to the right, and the pointed rod when pushed through to be locked into position is liable to cut out the sides of the hole in the cards.

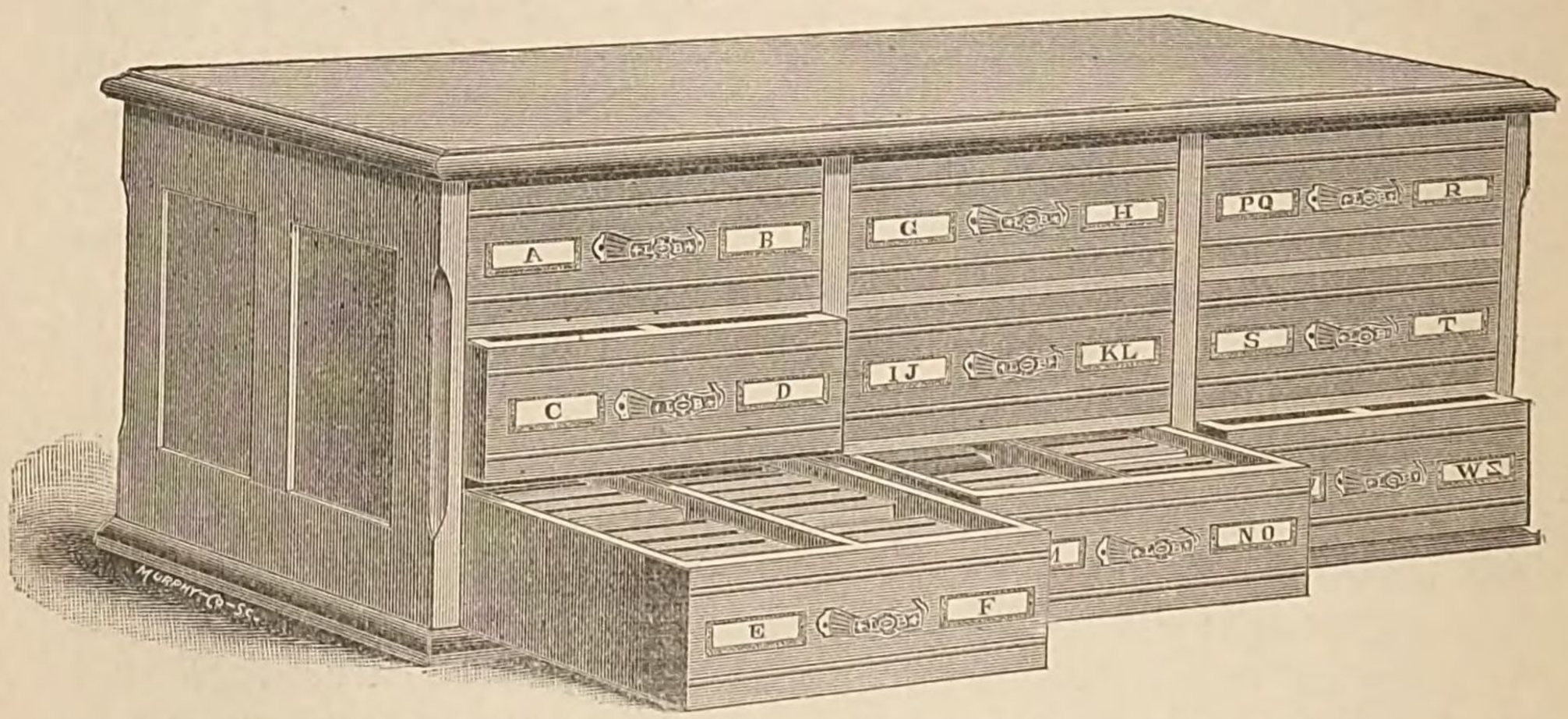
Libraries having cases with drawers made according to the earlier recommendation of the coöperation committees, wide enough to hold a postal card, will find it worth while to substitute a thicker partition and alter the holes for the guards, or to put thin strips of wood or card board at each side of the cards so as to hold them in position. It was found that so few people inserted postal cards in these cases that the recommendation was not a wise one. It is much easier to trim off a half cm. from the occasional postal card.

The height of the drawer should be no greater than necessary barely to clear the tops of the guides when standing upright. Most drawers are made deeper, and as a result a part of the light so essential to satisfactory use is shut off. Where, as often happens, the space for cards is very limited quite a little can be gained by compact construction so that no unnecessary space is given to the rails and uprights and to waste space below the drawer bottoms. Another important point, very apt to be overlooked, is the arrangement of the drawers in cases. The best depth of case is 50 cm. Shorter drawers are more apt to be pulled out on the floor and cost more for a given library. Longer ones become too deep for convenient consultation of the back cards.

All drawers should be made with a center partition, thus giving two tiers of cards side by side for economy of construction and because a reader takes at least the space of two drawers in standing before the case. Nothing would be gained by making the costlier single tier drawers. Drawers with three tiers when loaded with cards are too heavy for many readers to handle easily. It is quite a mistake to put too many drawers in a tier; as a result the upper drawers are too high and the lower ones too low to be consulted with any comfort, and as soon as the catalog is much used it often results that two or three readers wishing to consult the same tier have to wait for each other to their mutual annoyance. This failing is so serious that some of the most

experienced librarians are now making the catalog cases in a long row with only one, sometimes two drawers in a tier, instead of the old fashioned eight or ten. If space allows and the extra cost can be afforded this is a great convenience where there are many readers; but in most libraries cost and space will forbid this construction and the readers can be satisfactorily accommodated with a case three drawers high if the large cards are used and four drawers high for the index size. This height was selected after many measurements and experiments and consultations as the best standard.

The best form for card cases for the larger standard card, postal size, is shown in the accompanying cut.



Here and there a library is trying the experiment of providing stools in front of catalog drawers placed at table height and to be used sitting. It is a question whether this will justify the extra space required, though it is certainly a great added comfort in reference libraries where scholars spend an hour or more studying the catalog. On the other hand physicians urge that it is a blessing to readers who spend nearly all their lives sitting to do a little of their work in an upright position. Certainly the catalog will require less room and will be less likely to be clogged up by readers sitting in front of it after they are really through their consultation if it is kept in the ordinary form without chairs or stools; so that each person has every inducement to leave it free for the next as soon as the necessary reference has been made.

Another important feature very apt to be overlooked is the tendency to make long, solid cases. It is a great advantage for even a large library to have its card cases in sections not over three drawers wide, which makes a case 100 cm. long. This allows for an aisle

between each three tiers and readers can work before every tier of drawers in the series, at the middle tier standing directly in front of it; at the two end tiers by standing partly in the aisle. In the solid long case every fourth tier must be skipped to enable readers to work before all the others. It is a still greater advantage that these smaller standard cases, all of the same length, and depth and height, the length being just double the depth, allow of rearrangement whenever growth or changes in the building or changes in the growth of the catalog may make it desirable. The traditional long case of large libraries, usually has but one available place; but these standard cases may be carried along in a single series, or in an emergency stacked in double depths thus making the old fashioned six or eight drawer tier; or can be put back to back; or in one of the most compact arrangements for four cases, two back to back, two others across the ends where their length exactly corresponds to the double depth of the two center cases. This makes a solid block of cards two meters long and one wide, so that readers may stand before each of the 12 tiers, making a complete circle of the catalog without wasting any space and yet allowing each one comfortable working room. Another advantage of using the standard sizes instead of the larger case is that the initial outlay may be so much smaller for one case may be bought at a time as the catalog grows instead of providing in advance for the increase of 10 or 20 years.

BLOCKS FOR CARD CATALOGS.

The blocks for supporting the cards at the right angle must be of the right height and slant, or they will not allow rapid work. The front block should be glued to the front of the drawer, and the guard wire should be only long enough to go half way through the block without reaching the drawer front. The commonest trouble is the failure to anchor the back block in its proper position. There is one right place for this block; if too far forward the cards are squeezed together, and cannot be readily consulted; if too far back, the cards are almost as inconvenient, hang loosely on the rod, bend down, with danger of tearing out, and wear out much more rapidly. The common plan of thumb wedges to hold the blocks in place is bad. If tight enough to hold the block they spread the sides of the drawer at the same point and prevent its running readily. They are always liable to fall out of place with the constant jar of the drawers, which are hurriedly opened and closed. Metal spurs in the bottom of the blocks requires specially soft wood for the

drawer bottom, which in time becomes torn to pieces with the holes, and very ugly, and they are as likely to jar out then as the wedges. Or a series of holes may be bored at regular intervals for dowels. If these are long enough to hold the block, it can be moved only by removing the guard or by springing it so much so as to bend it and to injure the cards, which are lifted by the rod movement.

A better device is to put a small rod, half the size of a lead pencil, back of the block, at about two-thirds its height, the ends of the rod resting in holes or slots made in the sides of the drawer and in the middle partition; or a similar support can be made with a strip of wood fitting in the same slots. The objection to this method is the irregular sides of the drawer on which the ends of the cards catch, and the expense of cutting so many grooves; or if the rod is used and only a small hole bored in the sides and partition, it can be moved only by lifting out the middle partition and springing the rod. An improvement on the last plan is to use in place of the rod a steel spring, stiff enough to hold the rod in place and elastic enough to be sprung into the arc of the circle, thus releasing both ends without removing the partition. After many experiments over these various forms we have adopted as the simplest and best the following plan: A hole is bored through the back block as near the center as the guard wire allows and large enough to take a straight metal pin with a large head. This fits loosely in the block below which it projects into one of a series of holes in the center of the drawer bottom, bored on a straight line 2 cm. apart. This pin holds the block firmly in place. By lifting it by its head far enough to clear the bottom, the block slides freely on the guard rod and can be set at any point desired almost instantly. This avoids the objections to all the other plans, and in use has given the best satisfaction.

CATALOG GUIDES.

Perhaps the most important feature of the card catalog is the system of guides by which the labor of finding a particular reference may be reduced tenfold.

First, every drawer should bear on its front, in a label holder that will protect the card from injury and soiling, the subject, name, or title that stands first in each side of the drawer. This enables the reader to pull out exactly the right drawer and to know in which side of it to look for his matter. Then the guides proper indicate, as closely as practicable, in what part of the columns of cards he must look for the one card he wishes to see. The old form of guide was literally a guide

board with a bevelled edge on which was written the name or number, sometimes lettered on the wood directly, oftener on paper, pasted over the top. These boards seemed entirely satisfactory in the beginning, but as the catalogs grew and the importance of frequent guides was more and more recognized, some librarians found to their dismay that the boards were taking as much room as the cards and doubled the cost of cases and the space required. Some at considerable expense threw them away, others faced the cost of keeping up the cumbersome system.

Another common form of guide was of bristol board proiecting a half centimeter above the cards. This was compact and while new answered the purpose admirably but inevitably was soon soiled and the edges were broken, torn and unsightly. If card guides are adopted it must be with the understanding that they must be replaced from time to time with fresh ones. For ten years the standard gulde has been made of zinc which gave at once compatness and durability and also allowed the 1-2 cm. projection at the top, to be bent at an angle so as to be most easily read. The difficult problem how to letter these zincs was solved by the use of platinic chloride with a gold or quill pen. This gave a black mark and if neatly done looked very well. This form has been more widely used than any other. To it there are two objections, the zinc with age loses its brightness, grows dark and the black of the chloride ink do not show very distinctly on its dark surface. Then in many cases the lettering looks like the writing on a pane of glass with a candle, thick and heavy. The second objection was the great added weight where thousands of solid zinc guides were inserted in the drawers. To overcome this we tried many experiments, cutting away as much as possible of the body of the guide in order to reduce the weight. Of the many patterns tried the best form seems to be to cut out the center of each side of the guide leaving a bar through the middle to stiffen and to allow space for the hole for the guard. But so far, all these models have been unsatisfactory because the cards caught in the sides of holes cut out, and the frame work left was so much less stiff than the original guide. It also added to the cost. The present experiment which promises success is the use of a zinc only half as thick as the old form heretofore used, the only fear being that this may too readily bend in turning the cards, as readers are sure to do by using the edge of the guide as a handle or lever. The difficulty of the indistinct lettering has recently been very satisfactorily overcome by covering the top of the zinc with a tinted paper which shows the soiling of the fingers less readily than white.

On this paper lettering shows to perfection, but the best results can only be secured by using the printed guides which are one of the results of recent coöperation. These can be had either on slips or already mounted on the zinc. The guides as printed were carefully selected for the average names of the author and title catalog and also for the subject catalog where the Decimal Classification is in use. Other forms of guides are promised as soon as libraries enough coöperate to meet the cost of production.

The difficulty in this last solution was to find a way of making the paper stick to the zinc. We give below the receipt used by the Boston Public Library as modified after experiments at Columbia.

Receipt for Glue to Cover with Paper Zinc Guides for Catalog Cards. — Put one teaspoonful of gum tragacanth in a little hot water over the fire. Add *hot* water till the gum is thoroughly dissolved. Dissolve one teaspoonful of starch in water, smooth, and add to the dissolved gum. Then boil a few minutes. Add a spoonful of glycerine. This will be enough to cover 500 guides.

Even with this preparation it is necessary that skill be used in carrying the paper over the guides and folding the ends something in the style of a paper book-cover to give greater security against peeling. These gides on the thin zincs are by far the most perfect yet devised. But within a few weeks the Library Bureau has made a farther modification now on trial in the Columbia catalogs with every indication of being a great improvement. In the catalog four-fifths of the half cm projection of the guide is cut away so that one inch only projects above each guide, the first at the left, the fifth at the extreme right, the others equally divided between. As the result when standing before the catalog the names on five guides all close together, show at one glance, while without the cutting away it would be necessary to turn them in order to read any except the first.

Experiment proves that no extra labor and expense is more productive in improving the catalogue than a very liberal supply of guides and in some cases it has been proved wise to insert 1,000 guides where the original plan provided for only 100.

There are many other practical points to be considered in making a perfectly satisfactory card catalog and it is hoped to make them clear in succeeding numbers of the Notes by the aid of cuts and diagrams which could not be made in time for this hurriedly prepared number.

THE LIBRARY AS AN EDUCATOR.

You must think of the library, whether popular or scholarly, circulating or reference, as an essential part of our system of education. Whatever it has been in the past, this is what it is to be in the future and, while it will still do a great work in furnishing innocent recreation, even this feature will be utilized to develop the taste for better books, thus making the main work of educating and elevating the more practicable.

Let us look first at the present machinery for general education. Their most enthusiastic admirer does not claim that the public schools can do more than teach the masses how to read intelligently and the mere rudiments of arithmetic and writing, with possibly a little geography, hygiene and training of hand and eye. Most children must become bread winners before they are really taught to take the author's meaning readily from the printed page; not merely to pronounce the words like a parrot or as a bright child may be taught in an afternoon to pronounce a phonetically spelled language like Italian. In fact, with all the millions we are spending on our public schools and all the pride we take in them, we seem to be losing ground. In 1870 less than 15 per cent were unable to write, but in 1880 this ugly item had grown to 17 per cent. Some reply that this illiteracy is caused by the great tide of immigration; but explaining the cause still leaves the fact that we are each year falling behind. The man with an income of $1,000 and living expenses of $1,100 is sure to find breakers ahead, unless he can somehow reverse the relations. In a country where suffrage is universal and where it is conceded that the ballot cannot be taken away from those who already have it, this problem is the gravest, and thoughtful men familiar with its details have studied it deeply.

There are two great obstacles in the way of elementary education, to the removal of which earnest men and women are giving time and strength and money. Those best qualified to judge tell us that at least a year of the school-life of every child who passes through our public schools is worse than wasted on compound numbers, our so-called "system" of weights and measures, and that this year would be saved by the complete adoption of the international or metric system, which is merely our ordinary arithmetic applied to all other measures as it now is to our currency. While there are the widest international, commercial and economic reasons for this reform, the members of the American Metric Bureau are chiefly interested in the question from this educational side.

The second great obstacle is our absurd spelling, which scholars agree is the worst on the planet. In trying to learn this, two or three years more are worse than wasted. A few years ago it required some hardihood for an educated

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This and the seven notes following are extracts from an address delivered before the Association of Collegiate Alumnæ, on March 13, 1886, by Melvil Dewey, Chief Librarian of Columbia College, on "Librarianship as a Profession for College-Bred Women." These are reprinted in this initial number of the NOTES because the points made are exactly those the Editor wishes to impress on his new constituency, and there was not time to modify the form in which they were spoken. The pamphlet edition, with the address in full, can be had of the publishers, Library Bureau, 32 Hawley St., Boston, post paid, at 10c. per copy.

man to declare himself in favor of simplified spelling, but since the founding of the Spelling Reform Association in 1876 every prominent student of English living, both American and foreign, has conceded that scholarship, as well as common sense, requires the change which is quietly but steadily going forward. Each year the Philological Society of England and the American Philological Association, the two fully representing the English scholarship of the world, commit themselves anew to the reform and agree on a gradually growing list of changes which they recommend for immediate adoption.* Here, as in metric work, while there are other weighty reasons for the reform, it is really carried on by those chiefly interested in the welfare of the masses, freedmen, Indians, Chinese, immigrants, criminals, and all the unfortunates, who by the present system are shut out from the priceless privilege of reading.

With these two great obstacles removed, we shall easily gain something each year on illiteracy and, like the man who has reduced his expenses below his fixed income, we can look forward to a brightening future.

But even then the masses can get from the public schools not much information or culture, but only the simplest tools which if rightly used will enable them to educate themselves by reading.

THE EDUCATIONAL TRINITY.

Reading is a mighty engine, beside which steam and electricity sink into insignificance. Four words of the five are written: "it will do infinite": It remains for us to add "good" or "ill." What can we do? Good advice and example, encouragement of the best, addresses, all these help, but no one questions that the main work is possible only through the organization and economy of the free public library. Many have practically accepted this fact without clearly seeing the steps that have led to it. It is our high privilege to live when the public is beginning to see more than the desirability, the absolute necessity, of this modern, missionary, library work. With the founding of New England it was recognized, though opposed to the traditions of great powers in church and state, that the church alone, however great its pre-eminence, could not do all that was necessary for the safety and uplifting of the people. So side by side they built the meeting-house and the school-house. The plan has had a long and thorough trial. None of us are likely to question the wisdom of bringing the school into this prominence, but thoughtful men are to-day, more than ever before, pointing out that a great something is wanting and that the church and the school together have not succeeded in doing all that was hoped or all that is necessary for the common safety and the common good. The school STARTS the education in childhood; we have come to a point where in some way we MUST carry it on. The simplest figure cannot be bounded by less than three lines; the lightest table cannot be firmly supported by less than a tripod. No more can the tri-

angle of great educational work now well begun be complete without the church as a basis, the school as one side, the library the other. The pulpit the press, and wide-awake educators everywhere are accepting this doctrine. There is a general awakening all along the line. The nation is just providing in the congressional library a magnificent home for our greatest collection of books; the states are passing new and more liberal laws to encourage the founding and proper support of free libraries; individuals are giving their means for the establishment of these great educational forces, as never before; as witness Walter Newberry's three millions to Chicago, Mrs. Fiske's million and a half to Cornell University, Enoch Pratt's million and a half to Baltimore, Judge Packer's half million for the library of Lehigh, Andrew Carnegie's proffered quarter million to Pittsburg, not to mention the hundreds of smaller gifts which have marked the last few years. New and beautiful buildings are being rapidly provided; new libraries are being started at the rate of one to three each week; old ones are taking on new life and zeal, the Sunday school and church libraries are organizing to enlarge and make their work more effective, and a great field of usefulness at present hardly realized is opening in this special direction; the schools are being brought into direct and active relations with the local public libraries. To one studying this great problem, the air is full of the signs of the time. As with the free school, so again, New England is leading in adopting the free library and thus completing the triangle, but her example is being followed with constantly increasing rapidity.

It is settled that this work is to go on. The problem is how to make the money and effort given to it productive of the best results.

WHY A LIBRARY DOES OR DOES NOT SUCCEED.

To the success of any library various elements contribute: — location; building, with its furniture, fittings, conveniences and attractions for readers; regulations; the books themselves. But the great element of success is the earnest, moving spirit which supplies to the institution its life. This should be the librarian, though often the one who bears that name is little more than a clerk and the real librarian will be found as the active member of the trustees or the committee, or possibly not officially connected with the library. Such a librarian will shape the other factors very largely. Without him it is unlikely that they will be all they ought to be.

It has been proved so often that it is an axiom among us, that under the best management a given amount of money or number of volumes can be made to do double the good that can be done by the same amount under the old conditions and poorer methods. The old library had two things in common with this ideal library of which I am speaking. It was a collection of books and it bore the name "library." Otherwise the two are as different as

daylight and darkness, but as these shade into each other at dawn so of course there are libraries representing all the intermediate steps. But let us take a type of the old and the new.

The old was located in an out-of-the-way street, specially inconvenient to the majority who might want it; the building was unattractive, dark, damp, cold, unventilated and ingeniously inconvenient; many of the books were on shelves so high as to require a ladder, were covered with dust, in shabby bindings, protected often with shabbier paper covers, soiled, torn and in general discouraged in appearance; unused public documents, old school-books, etc., nearest the door; the more attractive works in the attic or cellar; the shelves unlabeled; the books without numbers on the back and possibly with none inside, and put on the shelves haphazard as they had come in, or in a classification so coarse that a reader seeking matter on a minute topic might require a week to look over the disorganized mass of literature in which he may, or may not find something that he wishes; its catalogues and indexes were chiefly conspicuous by their absence, or were so meager, unreliable, and so destitute of clear grouping that the only way to find what was wanted was to read the whole catalogue. The library was open an hour or two now and then and closed evenings, holidays and vacations, for annual cleaning or for almost any excuse — on busy days, because no one had time to come; on holidays, because the librarians also wanted those days for rest; finally and most important the old type of librarian was a crabbed and unsympathetic fossil who did what he was forced to do with an air that said plainly he wished you had n't come, and a reader among his books was as unwelcome as the proverbial poor relation on a long visit. It is a sorry picture, but by no means wholly fanciful. In many places those who knew would pronounce it a study from life.

Contrast all this with the library as it should be and in many cases will be. Placed centrally where it is most accessible to its readers; the building and rooms attractive, bright and thoroughly ventilated, lighted and warmed, and finished and fitted to meet as fully as possible all reasonable demands of its readers; the books all within reach, clean and in repair; those oftenest needed nearest the delivery desk, labeled and numbered; arranged on the shelves so that each reader may see together the resources of the library on the topic which he wishes to examine kept constantly ready for inspection; with simple and complete indexes and catalogues to tell almost instantly if any book or pamphlet wished is in the building; open day and evening throughout the year and in charge of librarians as pleased to see a reader come to ask for books or assistance as a merchant to welcome a new customer; anxious to give as far as possible to each applicant at each visit that book which will then, and to him, be most helpful.

These are the facts. The old library was passive, asleep, a reservoir or cistern, getting in but not giving out, an arsenal in time of peace; the librarian a sentinel before the doors, a jailer to guard against the escape of the

unfortunates under his care. The new library is active, an aggressive, educating force in the community, a living fountain of good influences, an army in the field with all guns limbered; and the librarian occupies a field of active usefulness second to none.

Is all this possible, practical, probable? Or is it a day dream of an enthusiast? Review with me very briefly the past ten years.

DEVELOPMENT OF THE MODERN LIBRARY IDEA, THE ASSOCIATION, JOURNAL, BUREAU AND SCHOOL.

In every great movement there is a long, slow growth till the idea ripens and some special step is taken which marks an epoch. We date the new library movement from August, 1876, when, taking advantage of the Centennial, a hundred leading librarians were called together in a four days convention where it was found that the time was ripe and the American Library Association was founded to carry on that important part of the movement which demanded national organization of librarians. Its work has been successful beyond our expectations and we begin the second decade with the avowed determination to double its great usefulness. Similar conventions followed in New York, London, Boston and Cambridge, Washington and Baltimore, Cincinnati, Buffalo, Lake George, and July 7, 8, 9, and 10, 1886 we meet again at Milwaukee. This Association, or as the busy librarian always names it, the A. L. A., has acquired a marked reputation for the large amount of hard work done at its sessions, the profitable discussions and the admirable spirit and earnestness which characterize its officers, members and working committees.

In summing up a long editorial on one of our meetings, the *Christian Union* gave the following deserved compliment, which encourages us to cultivate at each meeting the rare art of doing a great deal of profitable work in a short time: "The discussions of the American Library Association are notably pointed and often lively. There is less formality and much less garrulity than is commonly found in conventions. The librarians well understand the value of moments, and many of them cultivate the art of expressing in two minutes what it commonly takes ten to get uttered."

At the Philadelphia meeting was received the first copy of the "Public libraries in the U. S. A., their history, condition and management, special report, Department of the Interior, Bureau of Education." This was a cyclopedia of library information, the best available at that time and the 1187 pages of the first volume included the list of 5000 public libraries in the United States, containing 300 volumes and upward. This was another evidence of the growing interest which had led the National Bureau of Education to recognize their importance and to make libraries one of the most important sections of the Bureau, which each year includes library statistics in its report and has already published or has in hand, a number of valuable pamphlets concern-

ing libraries. It has been proposed to create at Washington a special Bureau in charge of library interests under a competent officer, who shall devote himself wholly to promoting and guiding the founding of libraries and increasing the usefulness of those already started. Without doubt, this work will soon be done by the government or by an association employing a permanent, paid secretary.

The third significant beginning was the Library Journal, the first number of which also came from the printers during the sessions of our first convention. This was to give the means of monthly communication between those most interested in library progress, or, as it has been sometimes called, "a monthly conference in print." Twenty leading librarians made up its editorial board and it was made the official organ of the American Library Association and, at the London meeting a year later, of the British libraries as well. The Journal has been, like the Association, preëminently practical. Ten volumes have been completed and minutely indexed and a set is the essential foundation of every collection on libraries, and a work that even a poor library finds it true economy to buy at the outset.

Thus in the Association and Journal two great library wants were at once supplied. But some of the most important work was impracticable for either a learned society or a magazine. The corner stone of all this modern library movement has been coöperation, thus securing vastly better results at greatly reduced cost. This work included the examination of the multitude of blanks, records, and technical appliances and devices connected with books, cataloguing, indexing, etc. The A. L. A. Coöperation committee gave much time and labor in consolidating the general experience into tangible results, so that each might stand on the shoulders of all his predecessors, utilizing every valuable experiment and experience. To make all these practical, it was necessary that these improved devices should be manufactured and distributed in large enough quantity to secure low prices. Of some articles, perhaps a hundred were made and sent out as called for to a hundred different libraries, each understanding that it was to report to the makers any points in which it seemed possible to improve it. These criticisms and suggestions were kept together in numbered envelopes and as the time approached for making a second supply the committee carefully considered them, making such changes as this added experience had shown to be wise. In this way year by year closer approximation has been made to perfecting all the technical machinery which is vastly more extensive than any one unfamiliar with the subject would dream. As a result a new library starting to-day, may send a postal card to this Library Bureau in Boston asking for whatever it needs, e. g., for a complete card catalogue outfit for their library, and secure at a great saving of time and expense a more perfect set of appliances than would have been possible ten years ago had they given six months to the preparation of specifications and supervision of the work by mechanics who had never done the same before. It was also necessary that there should be published many things val-

uable to libraries but which no regular publisher would undertake; that there should be a headquarters or exchange where libraries and cataloguers, assistants or librarians could be brought together to their mutual advantage. All this work was started in the same offices with the Library Association and Library Journal and is constantly increasing its field of activity and usefulness.

In the same offices in Boston were the headquarters of the American Metric Bureau and the Spelling Reform Association and after the mere hint I have given, you will understand that it was no accident that brought these five interests into the same suite of rooms but that each was an essential part in a clearly defined scheme for meeting the demands of popular education.

Thus the Association, the Journal and the Bureau divide the work; but for the fourth important factor we had to wait ten years, i. e. for the School for the training of librarians.

LIBRARIES THE TRUE UNIVERSITIES FOR SCHOLARS AS WELL AS PEOPLE.

I have spoken thus far of the missionary and popular side of libraries, but there is another side as distinct as is the university from the common school. To some of you this scholarly work will be more attractive than the popular. The library is the real university of the future, not simply for the people but for scholars. Paul sat at the feet of Gamaliel; and in the Academy, the Lyceum and the Porch, the pupil was continually with the master; but the printing press has changed all this and to-day many an earnest disciple has never seen the face nor heard the voice of his master, but has received his teachings entirely through the printed page.

Of late years the college library has been taking an entirely new position. Of old it was attached to the chair of some overworked professor or put in charge of the janitor and opened four or five hours per week in term time only. Now it is being raised to the rank of a distinct university department; there are professors of bibliography, of books and reading, and at Columbia we have for the first time a chair of Library Economy. The libraries are being made as accessible as the traditional college well, some of them opening from 8 A. M. to 10 P. M., including all holidays and vacations; they are receiving endowments, e. g., the million and more to Cornell University, Prof. Horsford's great gift to Wellesley, Judge Packer's half million to Lehigh, and the long list of funds given to Harvard, the Phœnix gift to Columbia, and so I might go on with hundreds of illustrations; new and beautiful buildings, some fire-proof, all vast improvements over what was thought sufficient in the last generation, are going up, e. g., Harvard, Amherst, Dartmouth, University of Vermont, Oberlin, University of Michigan and so on. In New York City alone three splendid collegiate library buildings have just been finished; for the General Theological Seminary, Union Theological Seminary, and our

own at Columbia which has cost over $400,000 and already we plan for an enlargement. The colleges are waking to the fact that the work of every professor and every department is necessarily based on the library; text books are constantly yielding their exalted places to wiser and broader methods; professor after professor sends his classes, or goes with them, to the library and teaches them to investigate for themselves and to *use* books, getting beyond the method of the primary school with its parrot-like recitations from a single text. With the reference librarians to counsel and guide readers; with the greatly improved catalogues and indexes, cross-references, notes and printed guides, it is quite possible to make a great university of a great library without professors. Valuable as they are in giving personal inspiration, they can do little in making a university without the library. Just as truly as we found in popular education that the real school for the mass of people and for all their lives except early childhood, was the library, so in the higher education the real university is a great library thoroughly organized and liberally administered.

LIBRARY EMPLOYMENT *vs.* THE LIBRARY PROFESSION.

So library work offers to you two fields analogous to the work of the public school teacher and the college professor. Many libraries largely combine these functions. The types would however be, for the one the college library or the reference library for the use of scholars; for the other the popular circulating library among the people where the librarian is in hourly contact with her constituency of readers, advising, helping and elevating their lives and exerting a far-reaching influence for good not to be exceeded in any profession open to women or to men.

Both the Scholars' and the People's Libraries offer to women both employment and a profession. Whether what is done in the library is called merely employment or a "profession," depends less on the work than the spirit in which it is done. The janitor does "library work," yet I can conceive of his doing it with so much intelligent interest in the results that he would better deserve to rank as a member of the profession than some librarians. No one questions that the best work, e. g. of the great libraries of Boston and Cambridge, has already attained to the rank of a profession, and no one claims that all the library work now being done deserves so dignified a name. We will use the words "work" and "profession" to indicate the types, though there is so large a middle ground where they merge into each other. The professional work is also on two planes which I will call, for want of better names, mental and moral, these again being combined in various proportions in different persons. On the mental plane I put all those who do the work from a personal ambition to make a reputation or to gain a higher salary. It is the plane of most business men, lawyers, etc. On it librarianship is the

business conducted primarily for the comfort and advancement of the librarian. These motives are those of the great masses of laborers in all fields and ambition and mere intellectual industry often secure much excellent work of a high grade, but never of the highest. Very often they build better than they know and do greater good than was intended, just as a man may drain a tract of low land from purely selfish motives in making it available for cultivation, but without having once thought or cared for it, he may by so doing have improved the sanitary condition of a hundred neighboring cottages. His credit is only for what he aimed to do.

In the library profession, the best work will always be done on the moral plane, where the librarian puts his heart and life into his work with as distinct a consecration as a minister or missionary and enters the profession and does the work because it is his duty or privilege. It is his "vocation." The selfish considerations of reputation, or personal comfort, or emolument are all secondary.

In every library there is a class of mere routine work, physical and clerical, copying, covering books, pasting in labels, giving out and taking in books, replacing on the shelves and a hundred details that may be well done by any intelligent and faithful clerk. This employment commands only the very small pay of overcrowded clerkdom, or even less, as there are always those looking to the higher positions who are willing to do this work temporarily at a merely nominal salary in order to get the needed experience and as a stepping-stone to something better. In this side of the work we are not specially interested except as it serves as a screen by which the best material is sifted out for the real work. Yet in itself it is one of the pleasantest avocations for a woman fond of books. As a result the supply of this grade of help at low prices will always exceed the demand.

This great work is only fairly started. Its rapid growth needs to be guided in the best channels. Leaders are wanted. Certainly in this profession there is most room at the top, but good privates are wanted as well as officers, for if they have the natural ability and earnestness they may grow into leaders; if not, they are perhaps as well off here as anywhere in the rank for which nature has fitted them.

THE ATTRACTIONS AND OPPORTUNITIES OF LIBRARIANSHIP.

While library work is no sinecure it is peculiarly fascinating to almost every person of culture that undertakes it, and it is common to hear of the refusal of much higher pay for other work. The constant contact with the best minds of the world as represented by their books, is at once a keen pleasure and a direct profit as shown in the wide general culture which results. While the hours of actual service seem longer and the vacations shorter, I believe in something like a hundred cases where I have inquired, every teacher who has also tried library work agrees that it avoids much of the

nervous strain and the wear and tear of the class room and of the direct responsibility for pupils and that physically the library is less exacting than the shorter hours of the school. The librarian has no lessons to prepare out of hours; she escapes the bad air of crowded rooms and the anxiety for pupils sent to school because unmanageable at home. In the library all the courses are elective, for only those come to whom it is a pleasure. As many of you know by experience, the strain of teaching is not in imparting information to those eager to learn, but in trying to force it into the minds of those who would gladly escape it. As compared with the work of the physician, the librarian avoids the night work and contact with suffering and misery which often exhausts the vital forces more than the direct professional duties. In fact there is hardly any occupation that is so free from annoying surroundings or that has so much in the character of the work and of the people which is grateful to a refined and educated woman.

Compare this work with that of the clergyman or teacher, whose fields of usefulness are universally put in the first rank: The clergyman has before him for one or two hours per week perhaps one-tenth or one-twentieth of the people in his parish. Not so many indeed when we remember how there are often little struggling churches of a half dozen denominations where one strong church could do all the work much better. Beyond this very limited number for this very limited time the clergyman is dependent on the slow process of personal parochial calls. I yield to none in my appreciation of the great work which he does and do not forget the constant stream of good influences coming from his daily life and the many direct efforts he puts forth; but I am speaking now of his work as a preacher and of the limits which circumstances seem to set to it.

The teacher has a larger proportion of her constituency in the earlier years, but only for a few hours a day and only in the months when schools are in session. It constantly happens that just as the teacher becomes deeply interested in a bright, promising boy or girl and feels that here is an opportunity to develop a strong character by patient work, the child comes and says: "Teacher, I am not coming to school any more. I am going to work in the factory," or, "I am going to help mother at home." For the great majority the work of education is hardly begun before the necessities of life take them away from the teacher's influence.

But the earnest librarian may have for a congregation almost the entire community, regardless of denomination or political party. Her services are continuous and in the wide reaching influences of the library there is no vacation. When a bright boy or girl has been once found and interested and started, he is almost sure to continue under these influences all his life. It has been found entirely practicable for a skillful librarian thus to reach and interest people who have never been in the habit of reading; to lead readers into new and more profitable fields, and to create a thirst for better books. In fact the number of ways in which people can be helped is only

equaled by the power and lasting character of this influence which comes from good books. Recognizing these facts there are preachers who are looking to the adoption of the library profession as a way to spread the Master's word even more effectively than in the pulpit; and there are teachers, whose whole hearts have been given to the cause of popular education, who are eager to enter this newer field, because they recognize in it a still wider opportunity.

Is it not true that the ideal librarian fills a pulpit where there is service every day during all the waking hours, with a large proportion of the community frequently in the congregation? Has she not a school in which the classes graduate only with death?

BIBLIOTHECAL MUSEUM.

The American Library Association has for several years been collecting everything bearing upon libraries; catalogs, histories, circulars, and blanks, illustrating methods of administration, and also, wherever practicable, samples or models of anything used in connection with library work. This collection has been permanently deposited in the fire proof library of Columbia College where it will be kept together, carefully arranged and minutely classified, labeled and indexed and open always to inspection. Its great value to all interested in libraries is self-evident, and the Association depends on hearty coöperation in enlarging and perfecting the collection.

We urge each reader of this note to send for this A. L. A. Museum anything not already sent, that is properly included in its field.

Address,

MELVIL DEWEY, *Sec'y A. L. A.*,
COLUMBIA COLLEGE, NEW YORK.

PLAN OF THE LABOR SAVING NOTES.

After years of experience, a reader or writer of any ingenuity learns to accomplish the same results with much less hard work. He systematizes and simplifies every detail, and devises or adopts labor-saving appliances and conveniences. These things that so much increase the working capacity are not taught in the schools; many are not printed in the books. They spread by tradition or accident. Some die with their originators.

The Labor-Saving Notes aim to focalize in one place all these experiences and experiments, and, by comparison of results, to approximate to the best possible. The necessary differences in individuals

and their requirements are fully regarded; but there is still room to assist literary workers a great deal, by enabling each to avail himself of the experience of many of his fellow laborers.

The plan includes everything pertaining to reading and writing; every object for the most completely equipped study or library room; every method to accomplish given results in literary work with less expenditure of time, or strength, or money, or patience. We are equally anxious to learn defects or special merits of methods other than those printed in the NOTES. Some other reader may know how to remedy the defect, or may have overlooked the merit. In any case, this information has a practical value to the office.

Some of the best methods or literary tools are never described in print, because their originators do not care to ask attention to their own work, and no one else is enough interested to hunt them up, edit, and print the descriptions. Others find their way into a corner of one or more papers, but reach only the merest fraction of those specially interested. A very few are called widely to attention by owners of patent or copy-rights. The latter class, the only one widely known, is presented wholly from a commercial stand-point, and the weak points are carefully concealed. There is, therefore, an open field for a periodical giving a fair exposition of both the merits and defects of proposed improvements, or labor-saving aids for readers and writers. Limits of space will compel us to select topics, but we shall try to choose what will best serve our readers. Contributors must study to note all the points in the fewest possible words. Descriptions already in print, if too long to be reprinted, will be referred to with a summary.

Though descriptions must be brief, we shall make plain all the facts that our unusual opportunities teach us. Making a specialty of these things, and getting suggestions from all sides, we have perhaps the widest experience; yet we expect to make some mistakes. We expect to recommend some methods that on more protracted trial will prove less satisfactory, or that will be superseded by better. As fast as such mistakes are discovered, they will be corrected, and we shall often state the length of time or number of experiments on which our opinion is based. In a word, we shall try to make the reader of our NOTES see all the merits and faults that we have been able to find in each method or article.

For our matter we shall depend, even more than on our own careful investigation, on the combined experiences, experiments, and observations of the readers of the NOTES. Coöperation is earnestly invited in making these descriptions of better literary methods and tools the best

possible. All contributions and suggestions will receive careful attention. If you are pleased with the plan, show this prospectus to your friends, and send us the addresses of others, likely to be interested, and we will send samples of the NOTES. Our success depends on the efforts of those interested to acquaint others with the plan.

Labor-Savers for Readers and Writers.

We shall note any suggestion or method that promises to be of service at the desk or in the study. Most of them we have tried and found good. But we give all for what they are worth. A plan that did not suit the editor would be inserted if there was a chance that it might serve some other member. Criticisms and improvements on these NOTES will be specially welcome as will words of commendation from those who have been helped by them. The last are wanted not for printing but as a guide to the editor in choosing what will serve the largest number. These NOTES are numbered in one series for more convenient reference.

I. FORENAME ABBREVIATIONS.

We give below a copy of the two sides of a card. It explains itself. We add the strongest commendation of the plan which we have used constantly since its publication. It is rapidly growing in use and is worthy the adoption of every labor-saver. A fuller list of 100 names as used by library catalogers appears in the new NOTES.

ABBREVIATIONS.

A: . . . Augustus.	H: . . . Henry.	O: . . . Otto.
B: . . . Benjamin.	I: . . . Isaac.	P: . . . Peter.
C: . . . Charles.	J: . . . John.	R: . . . Richard.
D: . . . David.	K: . . . Karl.	S: . . . Samuel.
E: . . . Edward.	L: . . . Louis.	T: . . . Thomas.
F: . . . Frederick.	M: . . . Mark.	W: . . . William.
G: . . . George.	N: . . . Nicholas.	

These abbreviations were devised by C: A. Cutter, the recognized authority on cataloging, and author of the Rules published by the Government. The AMERICAN LIBRARY ASSOCIATION adopted and recommended them for general use. They are used by the *Publisher's Weekly*, the official publication of the American Book Trade, by the *Library Journal*, the official organ of the AMERICAN LIBRARY ASSOCIATION, and by numerous less important agencies for securing general use. The colon takes no more space than a period and makes the full name clear. G. H. Smith may have any names beginning with G. or

H., but G: H: Smith is *George Henry.* These 20 names are printed for those beginning to use the system. Though devised specially for catalogers, it is of great practical value to all who write many names, and will doubtless grow in favor until as common as our most familiar abbreviations. Those wishing to spread its use can obtain cards for distribution.

2. EXACT REFERENCE.

We have used the following plan for ten years with constantly increasing satisfaction. Memoranda made years ago are filled with these references, and I can instantly put my eye on the exact sentence which then interested me. The plan was adopted for indexing the official publication of the libraries of this country and Great Britain, the Library Journal, and many others have given it thorough trial and always with complete success. We cannot speak too highly of it.

The most accurate method is of course to give page, number of line (counting from the top and omitting folio line), and number of the words. Books much quoted often have every fifth or tenth line numbered in the margin. The great mass of references, however, are not to special words, but to paragraphs or sentences. To refer to these, give the page and a superior figure indicating approximately the place in ninths. 37^{8} refers to p. 37 and $\frac{8}{9}$ of a page from the top. For pages in columns prefix the number of the column; e. g., 37^{38} is p. 37, column 3, $\frac{8}{9}$ from the top. Ninths are used so that the reference may always be confined to a single figure. To be of any value above the actual counting of lines, these numbers must be assigned at sight and without computation or measurement. The eye judges nearly enough, so that when reference is made from the number assigned, the paragraph wanted will be seen at the first glance. A reference to 48^{4} might be called 48^{3} or 48^{5}, certainly not further than one ninth too high or too low, and the eye in glancing at either of these places would include the sentence wanted. In making references for printing, cut a strip of stiff paper or cardboard the length of the page, and divide it into nine equal parts, and number them 1 to 9. Apply this to the page and you can instantly give the exact reference. This accuracy pays for all careful work to be printed and referred to very frequently.

This plan is of great utility. A reference to the page alone often requires too much search, specially in larger books or finer types. There is also an attendant risk of getting the wrong paragraph, which, though bearing on the subject, may not be the one intended. To refer to the exact line requires too much labor in counting, both in making and using the reference, and guesswork in this case will not do, for the fact

of giving the line implies perfect accuracy. The method described is simple and compact.

In referring to books in more than one volume never use Roman numbers. Give the volume number followed by a colon, then the page, then the superior figure or figures indicating the exact place, *e. g.*, 34 : 429^{13} is "volume thirty-four, page four hundred and twenty-nine and three ninths of the way down the first column." The figures are just as definite as this long clause. One has 8 types, the other 83.

3. MONTH AND DAY CONTRACTIONS.

Custom is divided as to the meaning of figures for dates. We have many letters from various countries. Custom goes by sections. In some places 3-5 means 5th of March, in others 3rd of May. No accurate man knowing this would again trust such a record. It is so much quicker than the common abbreviations for the month that it specially appeals to our readers. Of course it would be hopeless to try to secure uniformity, as each faction insists that its own way is the best. Beside the extra labor of writing out the months there are many records (*e. g.* in libraries) where only a narrow column is left for date entry which must therefore be condensed. We solved this matter as follows and long use of the plan has been very satisfactory. We adopted a still shorter set of abbreviations than those commonly used, so that the letters took little more room than the figures and line of separation. We shortened each month to a single letter, unless more was necessary to prevent ambiguity. O was as good as Oct. for no other month began with that letter. The month should come between the day and the year for logical order, and also because the eye wishes to catch first the day, the current month being generally understood. The letter also separates the day and year numbers, making both distinct. 9 O 78 is definite enough for 9th of October 1878. The list is, Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D. Omit the period after the abbreviations. The number system requires (for the year) 26 characters : that is, the first twelve numbers each followed by a line or dash of separation from the day of the month. This involves the constant danger of confusion for all dates where the day number is not over 12. The ordinary Jan. Feb. Mar. system requires 51 characters : that is, 39 letters and 12 periods. This is definite, but takes too much room for narrow columns and too much time for the quickest work. Our system, arranged in logical order, needs no line of separation and no period, and requires only 19 characters to write the 12 months. The same system applied to the days of the week gives Sn, M, Tu, W, Th, F, St. After a day's use of the system F 5 S 79 is just as clear and definite without possibility of

mistake as "Friday the fifth day of September in the year of our Lord eighteen hundred and seventy-nine." No one would be stupid enough to read the above Feb. 5 Sunday 1879, the only possible mistake. The first takes 5 types: the second 75. The condensed plan allows of putting the day of the week (often a great convenience) and dates in places where they would most always be omitted for want of room.

4. MARKING MARGINS.

Side notes are often lost by being carelessly written in the inner margin. By putting them always on the outer margin, it is much easier to find them in turning the leaves rapidly through the fingers. In double column books the inner margin is better for the inner column.

5. MARKING PASSAGES.

One of the most useful little aids is a double colored pencil, at one end blue, the other red, always kept by one when reading papers or mss. All passages or items specially approved or strongly agreed with, mark blue. Those disapproved or disagreed with, mark red. If in doubt as to a passage important enough to be marked, use a wavy line of the color to which you lean, or else use a ? mark. It is astonishing how much it helps in making an estimate of what has been read, *e. g.*, in reviewing a book thus marked the whole gist of the volume can be glanced over in a few minutes. We never get mixed between the two colors, having assigned them on the common principle that red is the canceling color, *e. g.*, libraries mark books returned in red, and issues blue. Or remember that the "true blue" is the color to stick by while red is revolutionary; trifles thus keep one from forgetting.

6. EXTEMPORE SHADE FOR READING LAMP.

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[We regret that A. L. A. Conference matter has crowded over several pages of Labor-Saving Notes. — *Ed.*]

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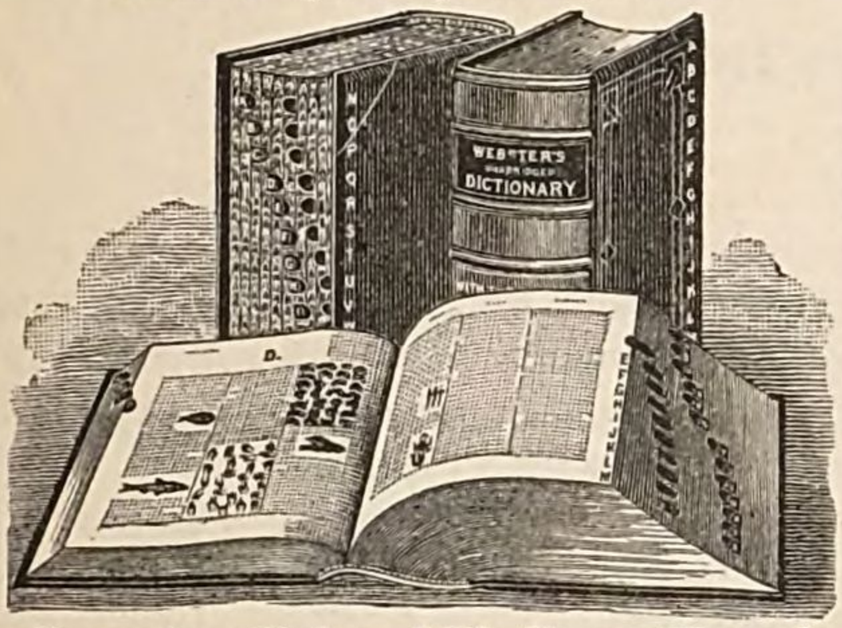

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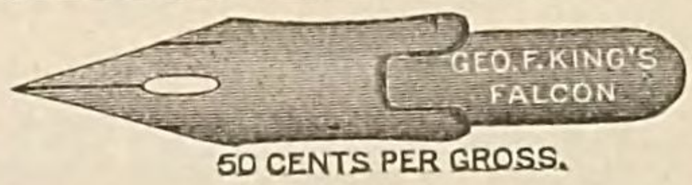

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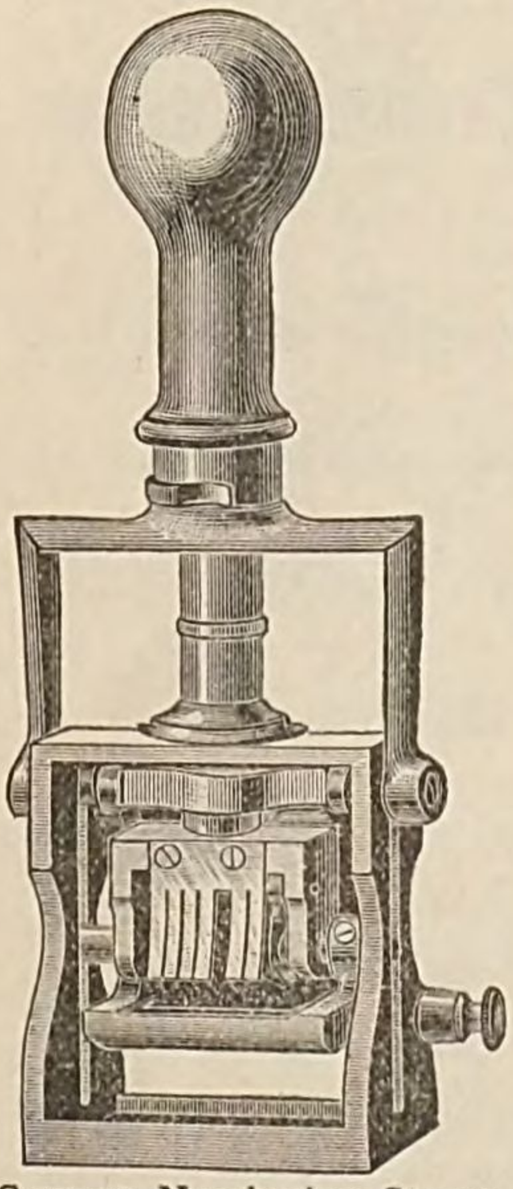

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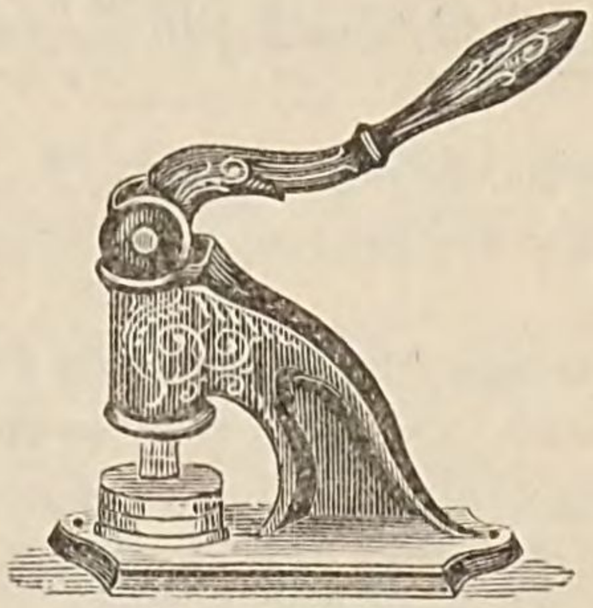

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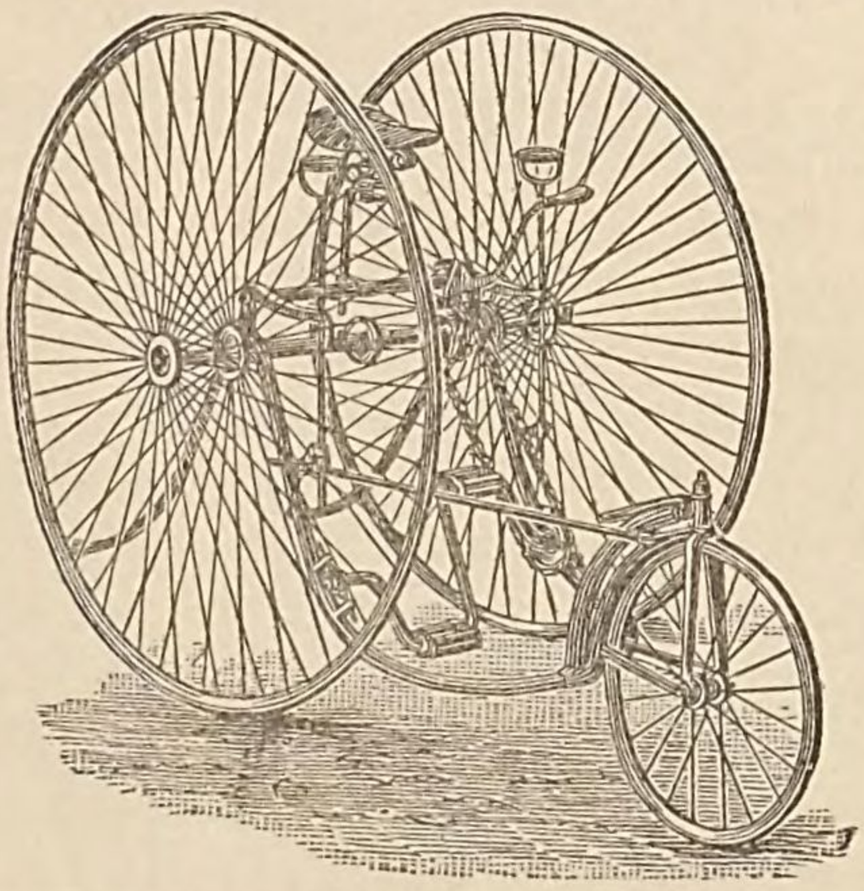

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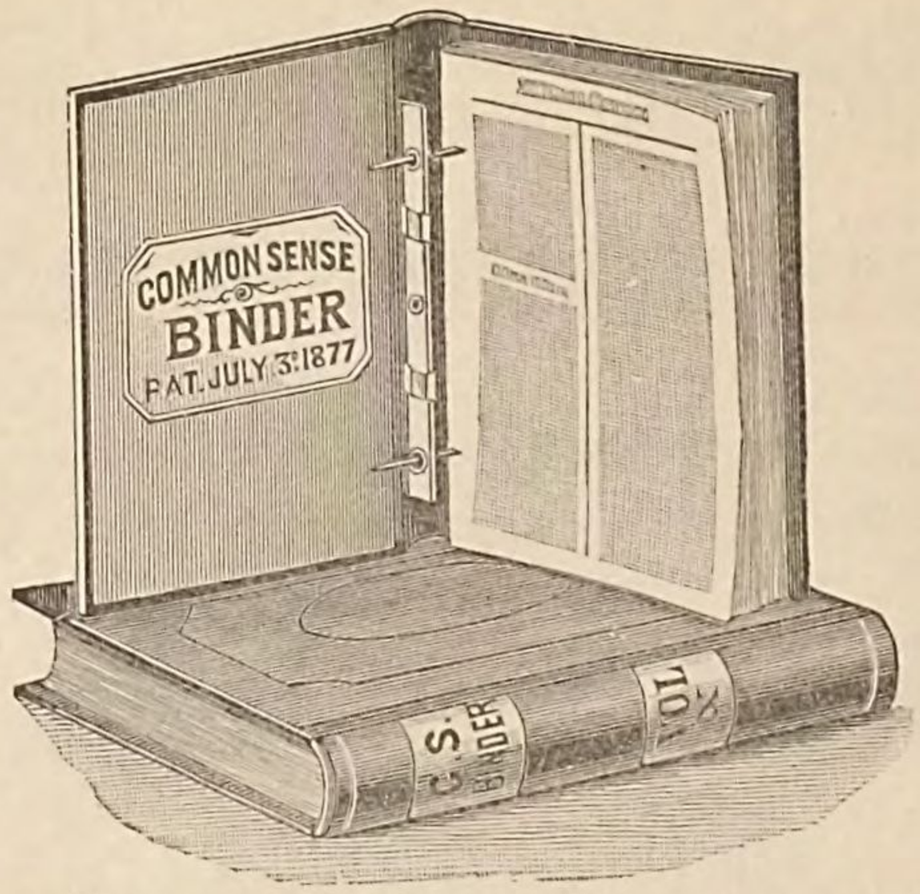

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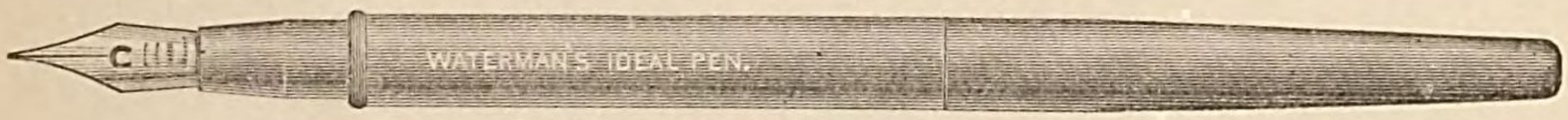

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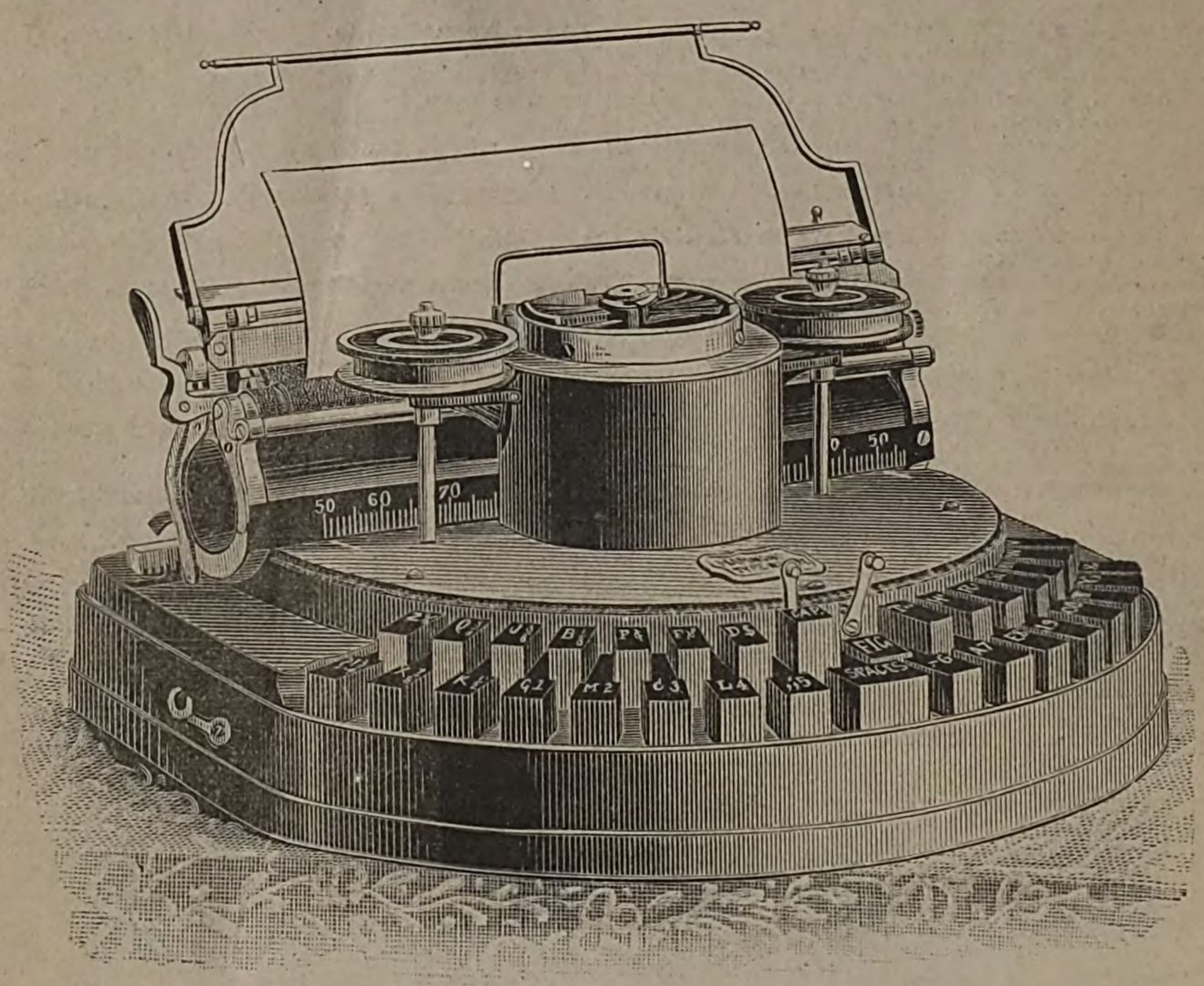

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